

Running Reports in Meditech

From the main Meditech Menu select the report you want to run (i.e. **Incomplete Charts**: Allows you to view which charts are incomplete).

1. Either Highlight and select enter or click on the report you want to run
2. In the next screen it will prompt you for the details of the report (Provider Mnemonic, dates etc.) Fill in the information and either select F12 on your keyboard or click okay to run the report.
3. You will be prompted to either Preview or Print the report. Select the option you prefer, and then either select F12 on your keyboard or click okay to review the report.
4. The report will display per your choice in step 3.

The image illustrates the process of running a report in Meditech through three sequential screenshots:

- Step 1:** A menu titled "EMR" is shown. The item "Incomplete Charts by Physician" is highlighted with a red box and a red circle containing the number "1". Other items in the menu include Sign Reports, ED Tracker, AMU Reports, and various rounding reports.
- Step 2:** A dialog box prompts the user to "Enter Provider Mnemonic:". The value "ESIGN2" is entered in the text field. A red box and a red circle with the number "2" highlight the input field.
- Step 3:** A dialog box shows the report preview options. The "Preview" option is selected. A list of actions (Print, Download, Mail, Archive, Browser, Schedule, Preferences, Refresh) is visible on the right. A red box and a red circle with the number "3" highlight the "Preview" button.