Create Custom Reports

Overview

In EMTrack, you can run reports on events and patients. However, it is important to remember that these reports may contain Protected Health Information (PHI), which should be handled accordingly.

Tips: From within EMTrack, you can:

- Sort by first and last name to see if there are duplicate records
- Sort by medication to locate patients that do not have records associated with them
- Sort using filters to see which Lot Numbers are included
- Notice that the HL7 PID# is blank if we have not collected enough data to submit it to I-CARE
- Notice that the Ticket Event ID is blank for walk-in registrations

To run and download reports

1. Log in to EMTrack. The *Dashboard* opens.
2. Click the **Filters** tab. The Filters page opens.
3. Toward the bottom of the page, click **Search**. The results appear.
4. Toward the bottom of the page, click **Refine Search**.
5. Click **Add Search Term** and, in the list, click **Date Created**. A window opens.
6. With **On** selected, click the calendar icon to enter a date.
7. Click **OK**. The window closes.
8. Toward the bottom of the page, click **Search**. The results appear.
9. In the upper left of the results table, select the check box to select all patients.
10. Above that, click **Views** and, in the menu, click **Custom Report**. The *Custom Patient Report* window opens.
11. In the *Available* column, double click all search terms by which you want to filter the results. Search terms move to the *Selected* column.
12. Click **Generate CSV** and, in the menu, click **Generate Excel**.