

REPORTS FOR LIGHTHOUSE (ANALYSIS WORKS) CASE COSTING SUBMISSIONS

Run these reports			
Source	Report Name	Uses	Comments
Meditech	(version for CLRH) AHS Custom Reports ORM Lighthouse Pref Card – Decrementing Sites	Supply Costs based on actual items decremented and implants documented	Download report and automatically saves as a txt file. Send it to Analysis Works in this format
Meditech	(version for PQEA) AHS Custom Reports ORM Lighthouse Pref Card Only	Supply costs based on preference card only items and implants documented	Download report and automatically saves as a txt file. Send it to Analysis Works in this format
SQL Server (Data Repository)	Completed Cases	List of completed cases for your room group and date range	Save the report as a txt file. Send it to Analysis Works in this format
SQL Server (Data Repository)	Cancelled Cases	List of cancelled cases for you room group and date range	As above
SQL Server (Data Repository)	Waitlisted Cases	List of all booked and waitlisted cases for your room group	As above

How to submit the report information to Analysis Works

- 1) Submit report around the second week of the month (~10th).
- 2) Run a report to confirm all the OR charts are verified (ORM Reports – Reports/Forms – Reports 2 – List unverified Records). If they are not, contact the OR clerks to update the information ASAP.
- 3) [Save the 4 reports applicable to your site and date range](#)
- 4) [Transfer all 4 files via the secure SFTP process \(access driven\)](#)

Issues call the Solution Centre 1-844-633-4832

Reports:

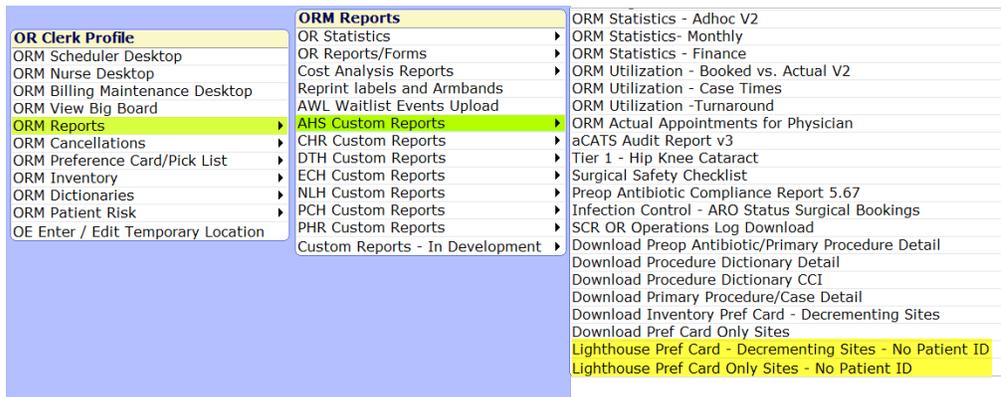
- Meditech Reports – Identify this as an ORM Custom report issue. Include details about the issue.
- Data Repository Reports (SQL Server) – Identify this as a Data Repository Report issue. Include details about the issue.

THE REPORT SUBMISSION PROCESS

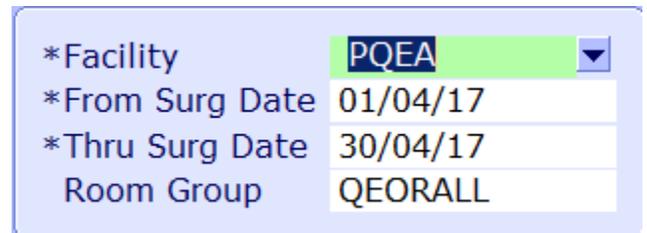
1) Save the 4 reports applicable to your site and date range

I. Meditech – ORM – AHS Custom Reports:

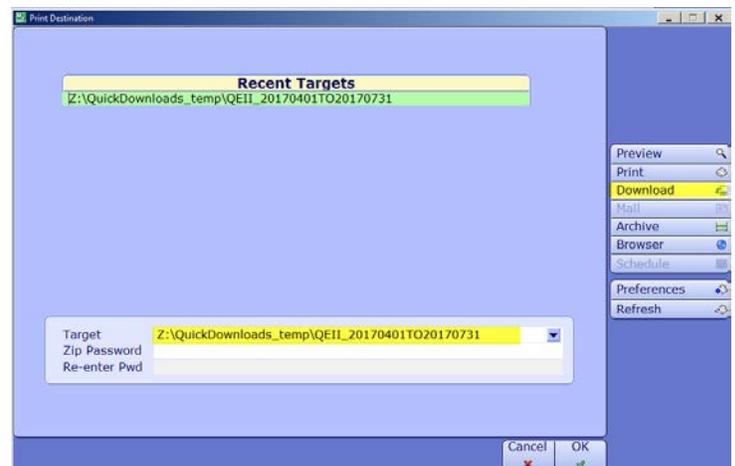
- **Lighthouse Pref Card – Decrementing Sites (for CLRH only)**
- **Lighthouse Pref Card Only Sites (for PQEA only)**



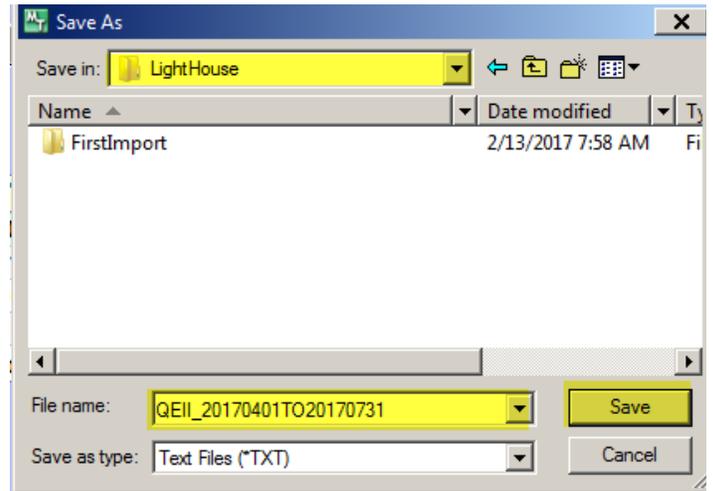
- **Facility** – 4 letter site mnemonic e.g. PQEA (Queen Elizabeth II Hospital)
- **From Surg Date** – Starting date for the report (do not pick a date in the future)
- **Thru Surg Date** – End date for the report (do not pick a date in the future)
- **Room Group** – F9 look up and pick your OR theatres group e.g. QEORALL
- **F12**  or **OK**



- **Download**
- **Target** – click that field then the blue arrow



- **Save In** – Find the folder you are using
- **File Name** – Name the file (Site_Date)
- **Save**
- **F12**  or **OK**
- When report has finished a pop up will appear
“End of report”

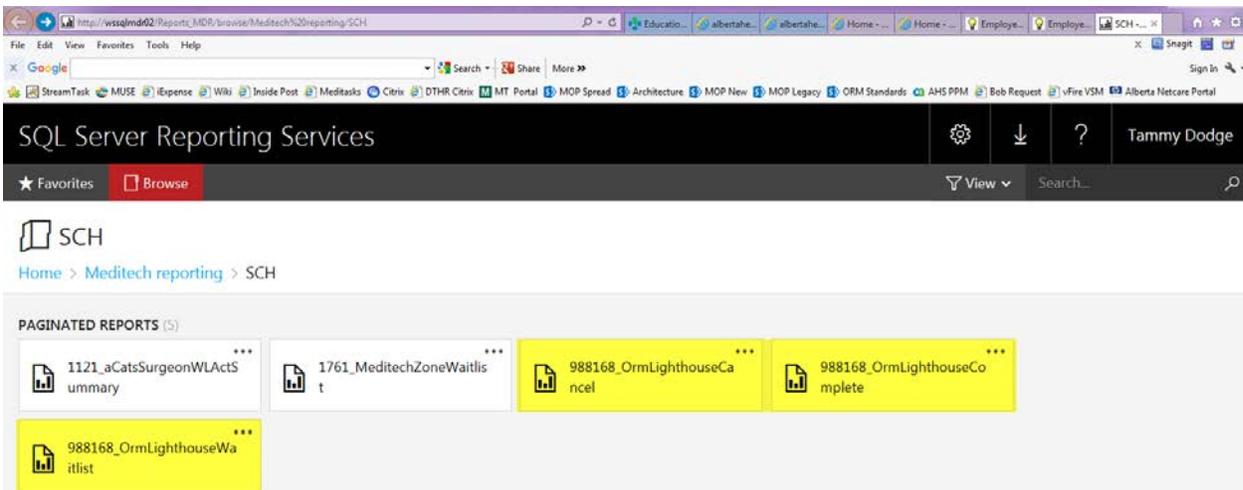


II. Data repository Report – 988168 ORM Lighthouse Cancel

III. Data repository Report – 988168 ORM Lighthouse Complete

IV. Data repository Report - 988168 ORM Lighthouse Waitlist

- Click the link http://wssqlmdr02/Reports_MDR/browse/Meditech%20reporting/SCH
 - ❖ If you get a message “Could not load folder contents”, this could mean you don’t have access to the reports



- Click on the first report
- If prompted, pick your HCIS
PCH for PQEA and CHR for CLRH.
- Enter the date range for a full month (not required on the waitlist report)
- Click View report to prompt it to load the report
- Click Export Report

HCIS

CHR

(Select All)

Start Date:

CHR

PCH

Home > Meditech reporting > SCH > 988168_OrmLighthouseCancel

Start Date: 4/1/2017

Stop Date:

August 2017

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Today is Wednesday, August 16, 2017

View Report

1 of 2 ?

Export Report

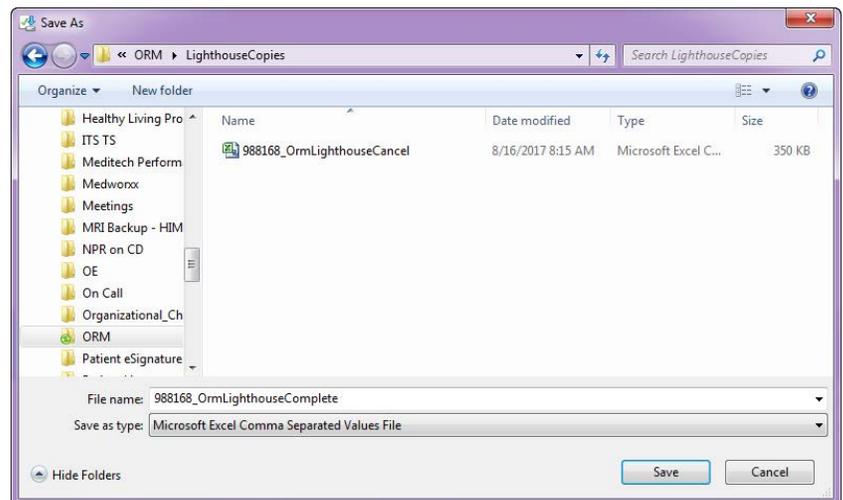
src	demo phn	demo dob	demo gen

- Click the “down arrow” next to Save and then click Save As (pop up appears on bottom of the window)

Do you want to open or save 988168_OrmLighthouseWaitlist.csv from wssqlmldr02?

Open Save Save As Save and open

- Save as window appears
- Search for the appropriate folder, name the file so it includes the site date range
- Click Save
- Repeat the steps on the remaining reports



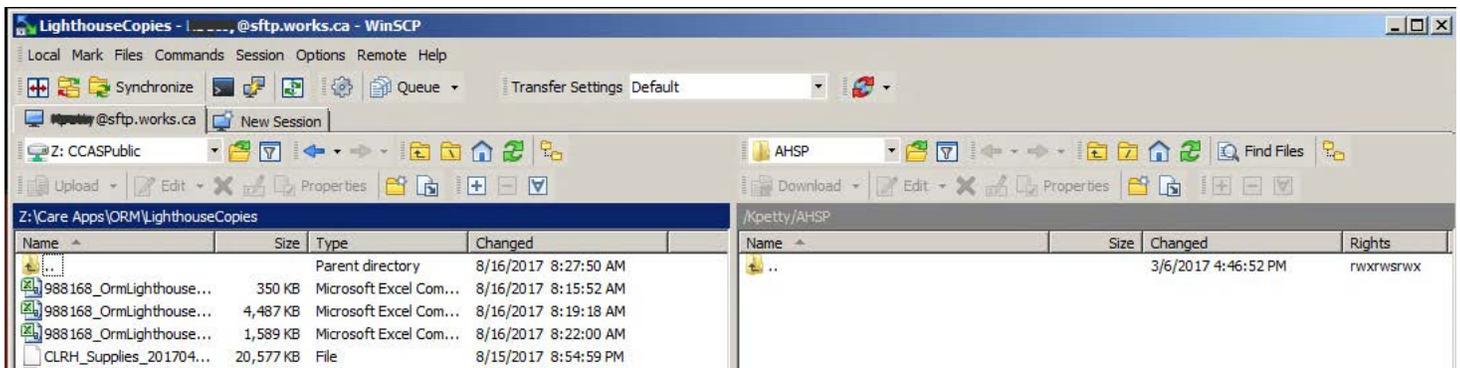
Did you know: You do not need to convert this file to a readable table format before sending it. If you need to view the content yourself, you can use excel to open the saved document. You can read the steps at the end of this document.

2) Transfer all 4 files to the secure SFTP process

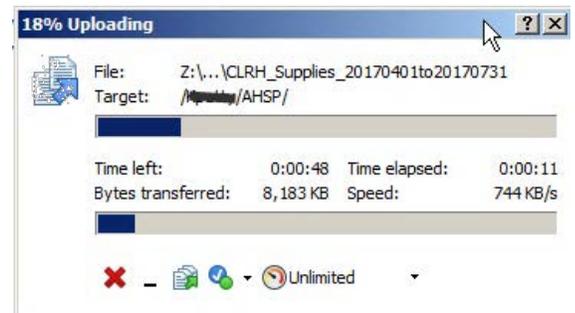
IMPORTANT: The SFTP drive is access based and only two users per site will have permissions to complete this step. It is also computer specific. The WinSCP Installation process will install a user specific icon on your computer desktop.



- o Double click the icon (your ID.sftp.works.ca) on your desktop
- o The application will run through a few checks and then opens two folders.
 - ❖ One on the left is linked to your network and is where you saved a copy of the 4 reports.
 - ❖ One on the right is the SFTP folder where you will now save another copy of these reports so Analysis Works can securely retrieve them.



- o Left window - highlight all 4 reports (or one at a time), then drag them over to the right window
 - ❖ The folder named “Parent directory” is part of the program and it will not allow you to delete or copy it.
- o The folders will now appear in both windows
- o At this point you can close the application or leave it open and keep checking the right window to note when the files have been received (they will disappear)
- o You should delete the files in the left window to keep that folder clean and ensure you don’t resend the same files during the next submission date.



SETTING UP A NEW USER (ACCESS REQUESTS)

- 1) Send user name and email to Ashley at Analysis Works. agray@analysisworks.com
- 2) Call the Solution Center (1-844-633-4832) request user is set up to access the Data Repository Reports for Analysis Works/Lighthouse.
- 3) Analysis Works will send you two emails. One with your user ID and one with your password.
- 4) As soon as you receive the password, call the solution center (1-844-633-4832) and request a ticket sent to Acute Care Apps, Meditech ORM support for installation of Analysis Works. Please include your computer ID and your contact number.
- 5) Someone will contact you and arrange a mutual time to install the program on your computer.
- 6) Once this is complete, you are able to follow the instructions and submit the monthly reports.

REPORT INFORMATION AND EXPECTED VARIANCES

- There are expected variances based on the time you run the report. Keep these in mind if you need to review case costing details.
- CLRH cases do not include the new labour and delivery OR cases.
- The waitlist report includes booked cases and waitlisted cases.
- **CLRH inventory** is based on what was filed in the operative item and implant section, of the ORM chart.
 - The cost for each item is based on what is listed at the time of running the report, not at the time the case was completed.
 - If you don't enter information in the operative item and implant sections, there will be no case cost.
- **PQEA inventory** is based on what was on the preference card at the time of running the report plus implants documented in the operative implant section of the ORM chart.
 - The cost of each item is based on what is listed at the time of running the report, not at the time the case was completed.
 - If you edit the preference card and run the report again, it will show the newest information/cost. It does not retain the amount from date of surgery.
 - If you include an implant on your preference card plus document that implant in the operative chart (implants), it will duplicate the cost.
- You are not required to review the reports, prior to submitting, but if you are requested to review information you will need to do the following.
 - 1) Run the MT Lighthouse report and "download" the information. Follow the steps on converting reports to excel

<http://www.albertahealthservices.ca/assets/info/hp/edu/if-hp-edu-meditech-orm-converting-reports.pdf>

2) Run the Date Repository Reports and click the save symbol then pick Excel. A pop up on the bottom appears and you click Open. Then you can view and/or save the document for someone else to review.

3)CLRH – Review the OR chart, item and implants tab. Review the inventory items to see if a recent cost change.

PQEA – review the preference card(s), associated with this procedure. It may be easiest to print the picklist from that patient, for that case. Look for obvious preference card changes and implants listed on preference card. View the OR chart, implant tab. Review the inventory items to see if a recent cost change.

