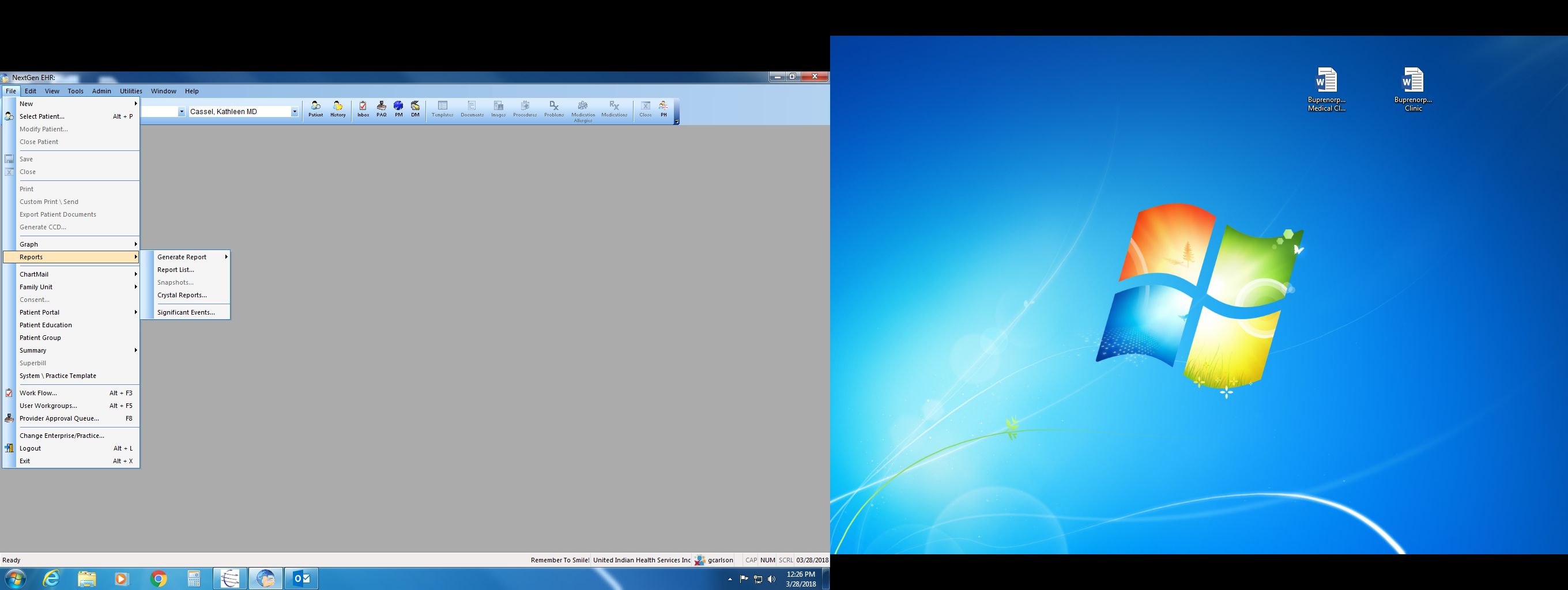
Creating Hepatitis C reports in NextGen

No IT background required!

**Step 1**



With EHR open but no patient file open

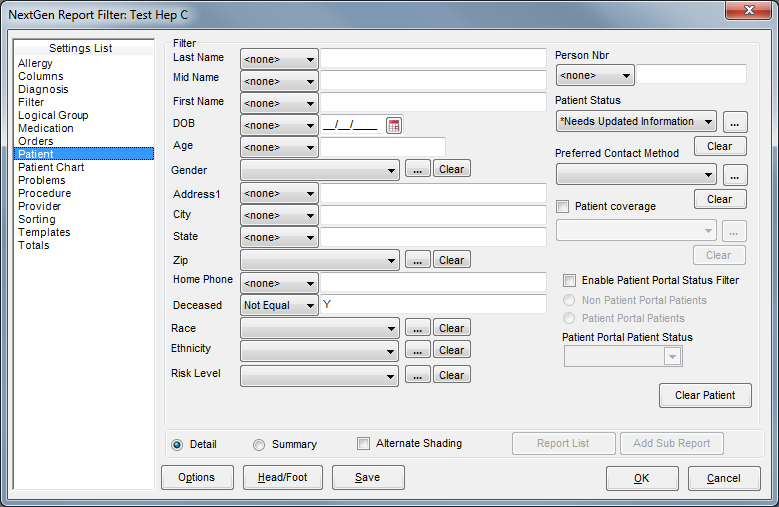
Click **File**

Hover over **Reports**

Hover over **Generate Report**

Click **By Practice**

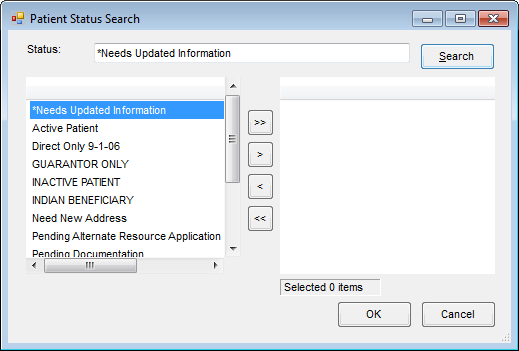
**Step 2**



Click **Patient** from left-side **Settings List**

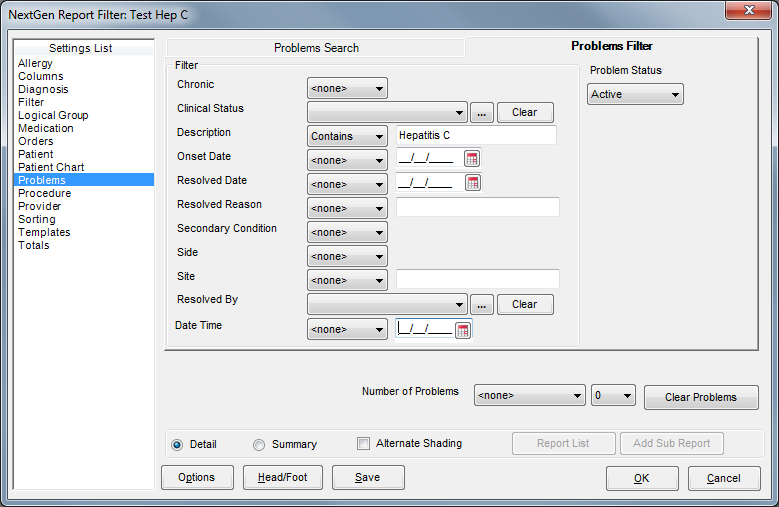
Change **Deceased** setting to **Not Equal** from pull-down and add a **Y** to the blank field as shown above. This will exclude clients who have died

Under **Patient Status** click on the **…**



Click **Search** with empty status field. Highlight and click right arrow to move over any status your system uses to designate an active patient then click **OK**

**Step 3**



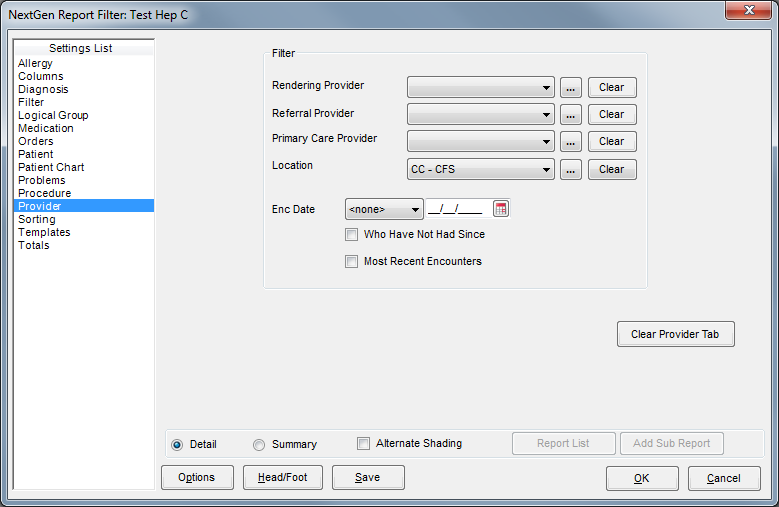
Click **Problems** from left-side **Settings List**

Select the **Problems Filter** tab from the main window (top right)

Under heading **Description** change pull down to **Contains** and in the box type in Hepatitis C

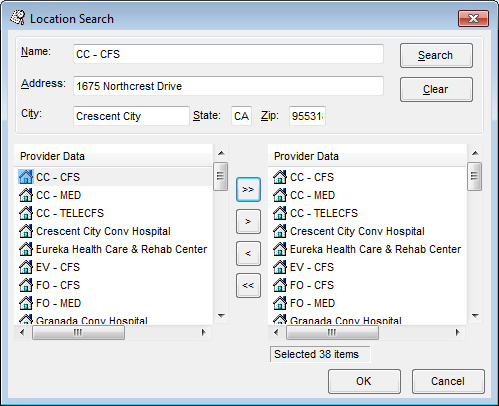
Set **Problem Status** to **Active** from drop down menu in the upper right

**Step 4**



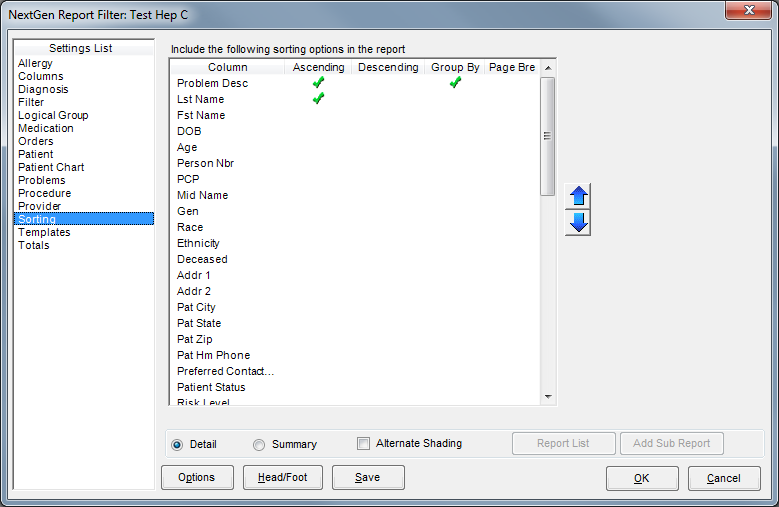
Click **Provider** from left-side **Settings List**

Under **Location** click the **…**



Click **Search** (with name field blank), then click the **>>** to move all locations over then hit **OK**

**Step 5**

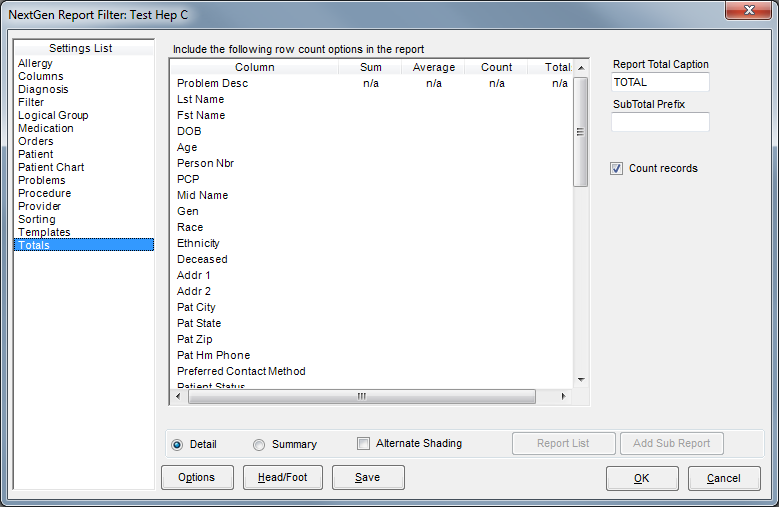


Click Sorting from left-side **Settings List**

For **Problem Desc** click to make a green arrow on **Ascending** and **Group By**

For **Lst Name** click to make a green arrow on **Ascending**

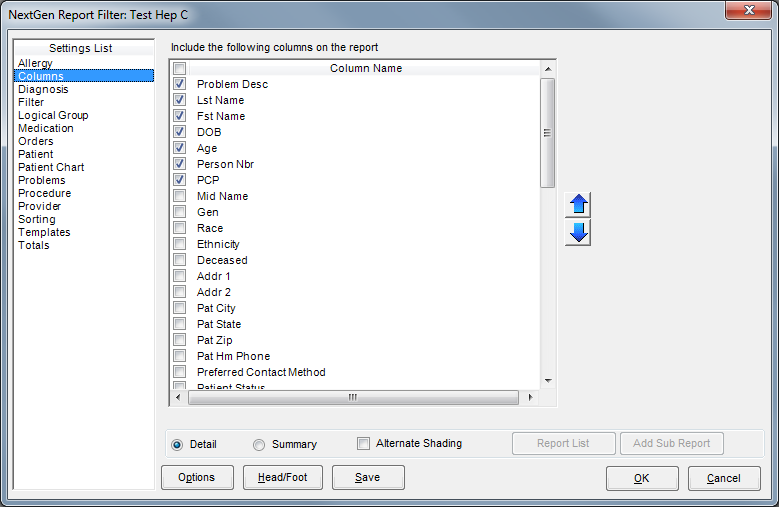
**Step 6**



Click **Totals** from left-side **Settings List**

Check **Count Records** box – this will give you a total for each diagnosis

**Step 7**

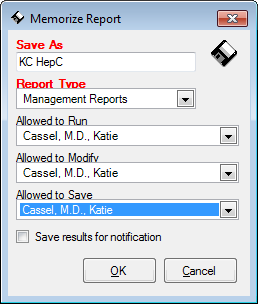


Click **Columns** from left-side **Settings List**

Check boxes shown above (they won’t be in this order, scroll to find). Use the up and down arrows to change order the columns show up on report

**Step 8**

Click **Save** on screen shown in Step 7, this will pop up



Name the file under **Save As**

Select a **Report Type** – you have to remember this report type to be able to retrieve later

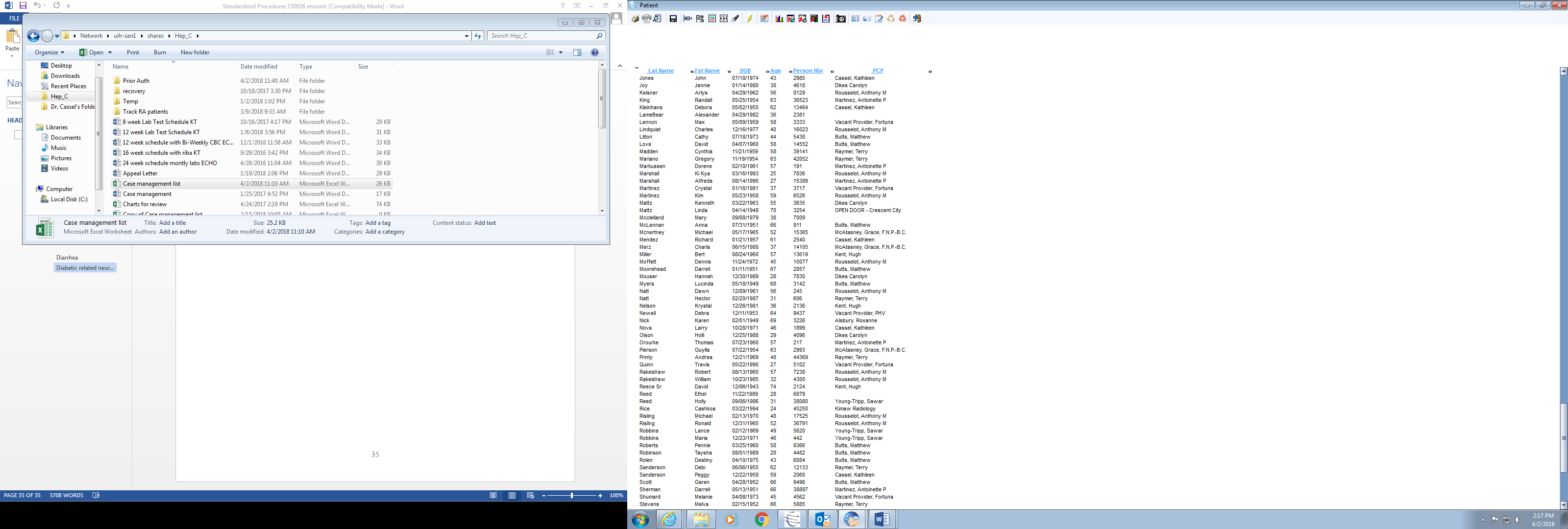
Select names for **Allow to** fields

Click **OK**

This again takes you back to the Step 7 screen

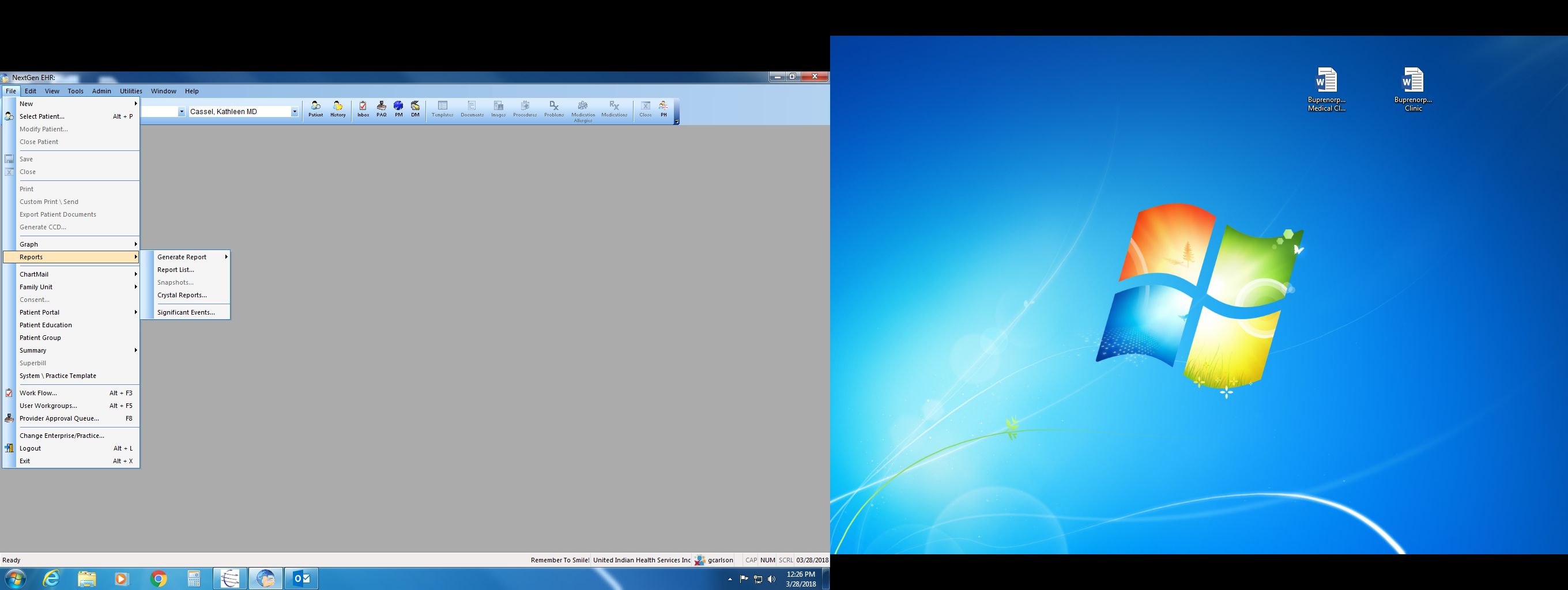
Click **OK** – this will run the report

To save the report, I recommend using the export to excel function and saving the file



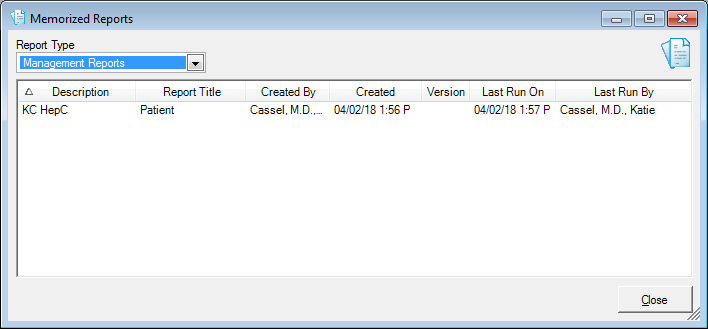
**Step 9**

To run your report the next time…



With EHR open but no patient file open

Click **File**, Hover over **Reports**, Click **Report List**



Select your **Report Type** (from dropdown menu) that you entered in Step 8

Double click on your saved report, this will take you back to the step 7 screen – click OK to run report

You can also make modifications to the report and save with the same name or a new name if you have need for different reports.