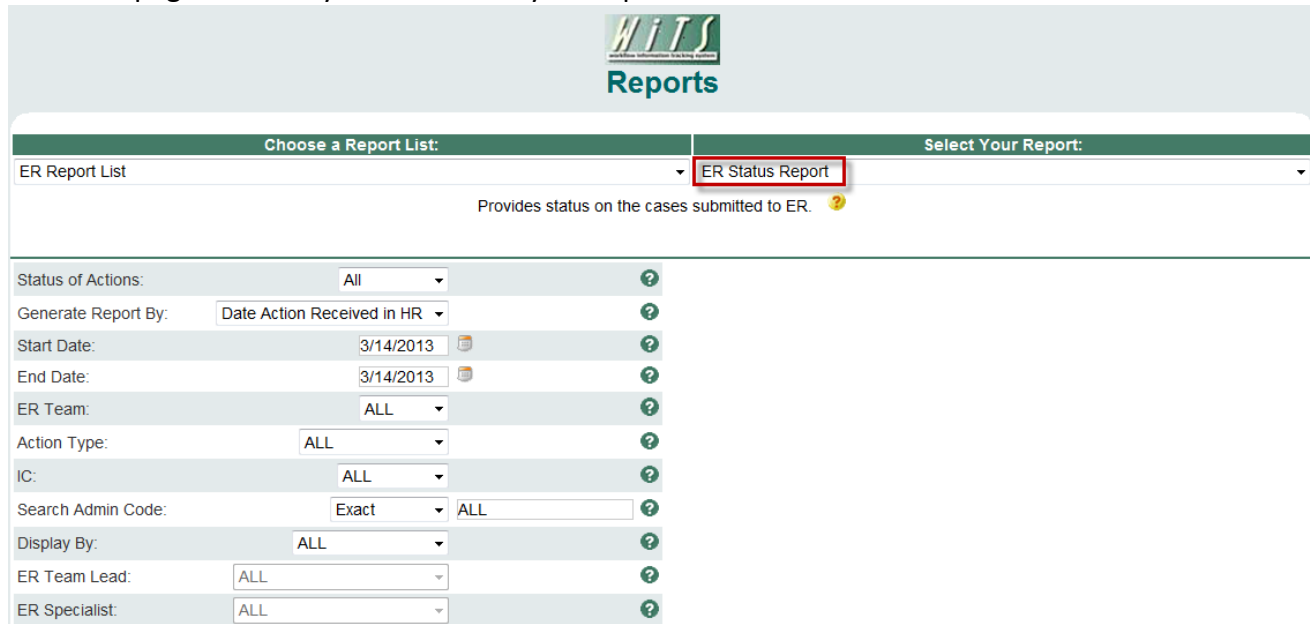


Understanding the ER Status Report

The **ER Status Report** provides users with the ability to monitor and track ER Cases and ER Consultations. This report displays basic information on ER Cases and ER Consultations. This report can be used to assess workload, track activity for a particular IC or Program Area, discuss upcoming action items, etc.

Parameter Page

The parameter page is where you will choose your report filters.



ER Status Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active, Closed, Archived or Closed or Archived) or if you wish to view actions of all status types.
- **Generate Report by:** Select the date field by which you would like to filter the report.
- **Start and End Dates:** Enter the date range to filter the report.
- **ER Team:** Indicate if you wish to filter the report by a particular ER Team or if you wish to view cases related to all ER Teams. *Note: Your current permission settings dictate the ER Teams available to you for viewing.*
- **IC:** Indicate if you wish to filter cases by a specific Institute or Center (IC) or if you wish to view cases for all ICs.
- **Action Type:** Indicate if you wish to view ER Cases only, ER Consultations only, or all actions.
- **Search Admin Code:** Indicate whether you would like to view actions for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.).*
- **Display By:** Indicate if you wish to filter the report by a particular ER Specialist or ER Team Leader.






ER Status Report Data

The report displays basic information on ER Cases and ER Consultations. The Issue or Consultative Service (CS) category, Action Status, and Comments are listed below the action.

Your selected parameters, including the date and time the report was generated, will be displayed in the report header. The Case # / Consult # is a hyperlink to the ER Case Report or ER Consultation Report.

If applicable for the consultation action, the related case number will be displayed. The report is automatically sorted by the related case number so all consultations related to a case will be grouped together. Note: The related case feature on the ER/LR Consultation form was added on 09/30/2013.

In addition the fields shown on this report, the 'Other' field on the ER/LR Consultation form is displayed on the Excel export.

  										
IC: ALL		Admin Code: ALL		ER Team: Team A		Run Date: 9/30/2013 8:21:22 AM Page 27 of 41				
Status of Actions: All		Display by: ALL / ALL		Actions Received in HR: 08/01/2012 to 9/30/2013						
Case Number / Consult Number / Action Status Code	Related ER Case Number	IC / Admin Code	ER Team	Branch Chief / Team Leader / Specialist	Action Type / Type of Case or Consultative Services Category	Date Entered In WITS	Date Received In HR	Employee Name (if applicable)	IC Contact or Requestor	Date Action Closed
28280	27081	OD - OHR / HNAM425	Team A	Lesiw, Roman / Holloway, Lanetta / Holloway, Lanetta	ER Consultation / CS - Medical	05/16/13	05/16/13	MICHAEL D ANDREA	Terronn Verge	05/27/13
Issue/CS:		Draft Documents								
		ARCHIVED								
Consult/Case Comments:		Archived:								
27082	-	OD - OHR / HNAM425	Team A	Lesiw, Roman / D'Andrea, Michael / D'Andrea, Michael	ER Case / Performance	12/06/12	12/06/12	DANIEL DAY LEWIS	Terronn Verge	03/22/13
Issue/CS:		Performance - Failed PIP								
		ARCHIVED								
Consult/Case Comments:		Archived: Employee failed PIP								
29015	27082	OD - OHR / HNAM42	Team A	Lesiw, Roman / Coelho, Deborah / McIntyre, Laura	ER Consultation / CS - Performance	08/22/13	08/22/13	BRUCE WILLIS	Darla Hayes	08/22/13
Issue/CS:		Guidance								
		ACTIVE								
Consult/Case Comments:		Closed: wants a 4 month vacation								

Summary Table

The summary table on the last page of the report provides the number of ER Cases and ER Consultations, and the total of both.

Action Type	Count
ER Consultation	32
ER Case	21
Total	53

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

