

Accessing the Downtime Report

The downtime report is pushed out to your practice's designated downtime computer at 4:45pm daily. This report will include patient information for the next day. Within your PCA Downtime report viewer, you will also be able to see a few previous reports.

To Access the Downtime Report:

- 1. On your clinic's designated downtime computer, click on PCADV icon on the desktop
- 2. You should only see your clinic(s) reports within the downtime viewer. Click on the correct date and click view document.



Note: The file date will be the date the report was ran and pushed out to the Downtime Viewer. When you open the report, it will have the date of the appointments.

1. The report will appear as a PDF. You are able to print this report or save to a dedicated downtime encrypted flash drive.

MRN: Eaco Home Phone:	
Insurance: Molina Healthcare	Fronder: weet PA, Auto DOB Fronder: weet PA, Auto DOB Status: Rescheduled Visit time: 08:30 REV: Unnary Retention Type: URO New P of Michigan
Home Meds	Dote
aspiria	1 Tab. Oral, Daily
carbidopa-levedopa	1 Tab, Oral, QHS
nitroglycenia	1 Tab. Subl., qSmin, PRN: Chest Pain
albuterol	2 Puff, Iah, QID, PRN: Whrezing
aitetereng	1 Tab. Oral, Daily
bisacodyl	1 supp. Rectal, Daily, PRN: for constipation



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Manually Pushing the Downtime Report

There may be times when you want to run the downtime report instead of using the report that was pushed out to you. This could be due to large schedule changes that occurred for the next day after 4:30pm or if you would like to run Monday's report on Friday afternoon.

- 2. Within PowerChart, clinic on Discern Reporting Portal icon in the top toolbar
- 3. You can find the report two ways
 - a. Search for "AMB" and select Amb On-Demand Downtime Report:



b. Filter your selections → Expand the dropdown for Categories and Select Ambulatory Reports:

Reporting Portal							×
Reporting Portal				_			
😂 Cerner		Applications •		Welcom	e: Vaughan, 1	fonya J Settings	Help
Reporting Portal		Q Search for	Report Title				
Filters	î l	All Reports (12)	My Favorite	s (0)		1	>
	=	Report Name 🔹	Categories	÷	Source	¢ Favorite ¢	
Source		Amb On-Demand	Ambulatory Reports		Public		
 Categories All Access Audit Reports (0/11) Administrative (0/2) 		Ambulatory Proposed Orders	Ambulatory Reports		Public		ш
Ambulatory (0/2)		BH Counseling	Ambulatory Reports		Public		

4. Activate the star to place on the MY FAVORITES tab

All Reports (12)	Му	Favorites (1)				1 0
Report Name	-	Categories	¢	Source	¢	Favorite 🗢
Amb On-Demand Downtime Report		Ambulatory Reports		Public		*



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- 5. Click on the Amb On-Demand Downtime Report to expand the section
- 6. Click on Run Report

Run Report

7. Change the Visit Date to the desired date and End Date to the day after the visit date. Choose your clinic then click Execute.

Discern Prompt: 0_CL	INIC_DOWN_REPORT	- • ×				
Output to File/Printer/MINE	MINE	- 2				
Visit Date	10/11/2019	-				
Visit End	10/12/2019	-				
Clinic		•				
Execute Cancel						
Return to prompts on close of output						
Enter or select the printer or file name to send this report to.						

8. The report will appear as a PDF. You are able to print this report or save to a dedicated downtime encrypted flash drive.

C3 Report Output - Amb On-Demand Downtime Report		
Task Edit View Help		
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		Page: 1 of 4
Patient:		
MRN: E	ncntr/FIN #:	Provider: Stirling DO, Brian DOB:
Home Phone:	Status: Rescheduled	Visit time: 00:00 RFV: Trusp Bx Type: URO Pro
Insurance: Medicare Plus I		
Home Meds	Dose	
ranitidine	1 Tab, Oral, BID	
metFORMIN	1 Tab, Oral, BID	
aspirin	2 Tab, Oral, QHS	
naproxen	1 Tab, Oral, BID, PR	N: for pain
atorvastatin	1 Tab, Oral, QHS	
amLODIPine	1 Tab, Oral, qPM	
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Ready	Page 1 of 4	Execute time (secs): 0.125

Note: To navigate between pages, you must use the page buttons at the top of the screen



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🛱 Report Output - Amb On-Demand Downtime Report	
Task Edit View Help	
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AuSable Urology	
01/14/2019	
	Page: 1 of 4
Patient:	
MRN: Encntr/FIN #: Provider: Stirling DO, Bria	m DOB: