

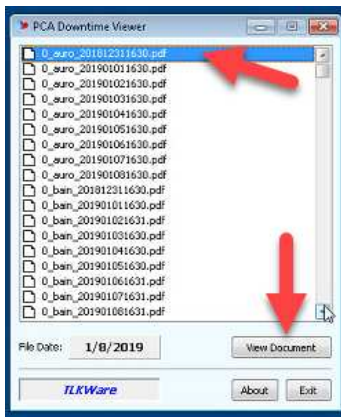
Accessing the Downtime Report

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:

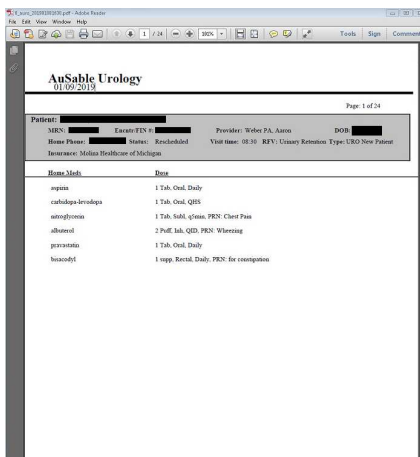


1. On your clinic's designated downtime computer, click on PCADV icon on the desktop
2. You should only see your clinic(s) reports within the downtime viewer. Click on the correct date and click view document.




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.

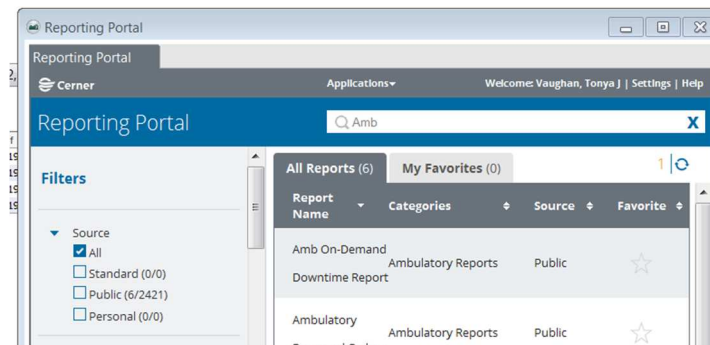
1. The report will appear as a PDF. You are able to print this report or save to a dedicated downtime encrypted flash drive.



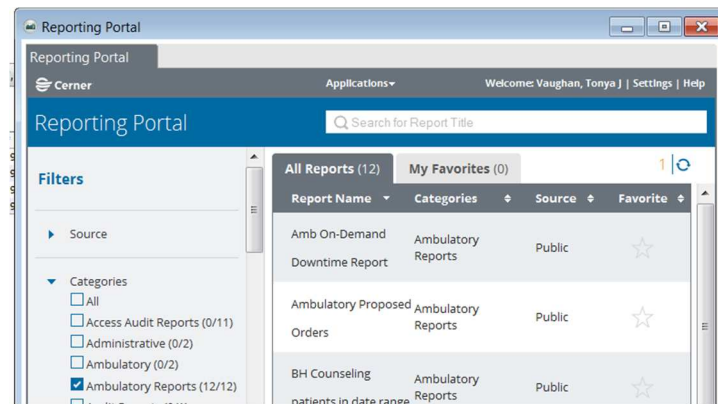
Manually Pushing the Downtime Report

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.

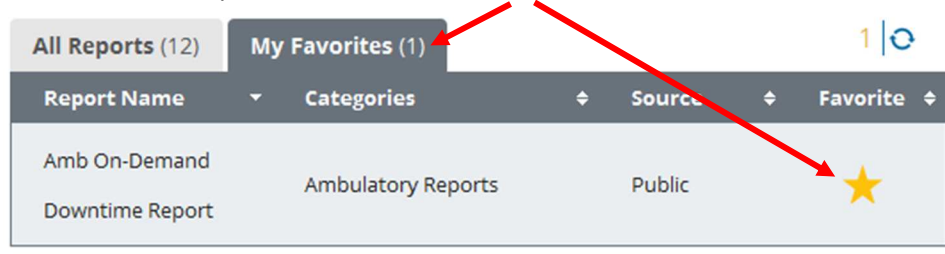
2. Within PowerChart, clinic on  icon in the top toolbar
3. You can find the report two ways
 - a. Search for "AMB" and select Amb On-Demand Downtime Report:



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



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

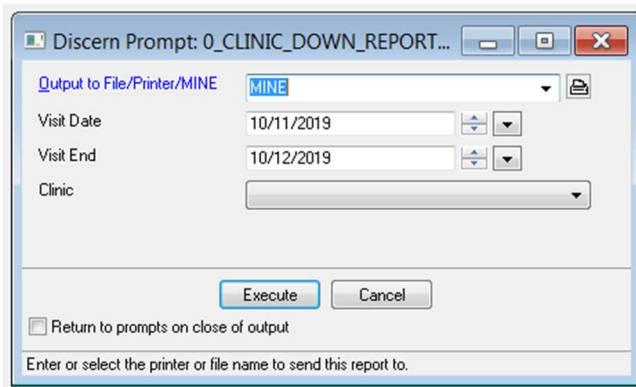


- Click on the Amb On-Demand Downtime Report to expand the section

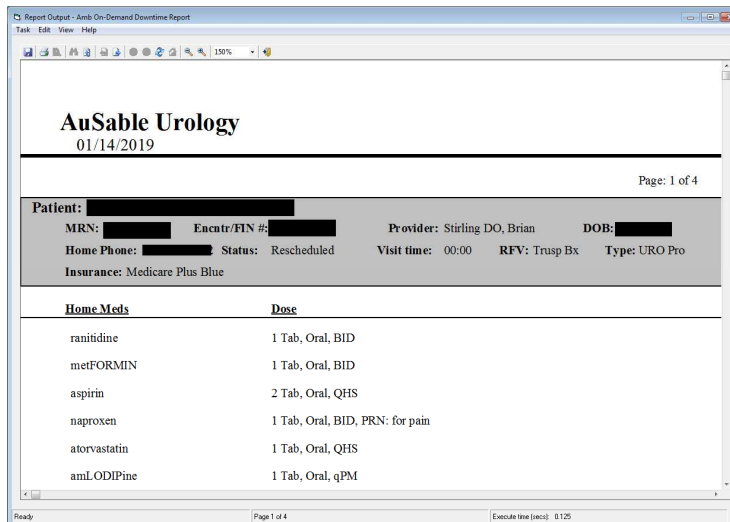
- Click on Run Report



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



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



Home Meds	Dose
ranitidine	1 Tab, Oral, BID
metFORMIN	1 Tab, Oral, BID
aspirin	2 Tab, Oral, QHS
naproxen	1 Tab, Oral, BID, PRN: for pain
atorvastatin	1 Tab, Oral, QHS
amL ODIPine	1 Tab, Oral, qPM

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

