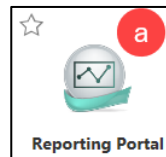


Virtual Urgent Care: Outstanding Orders Report for all staff

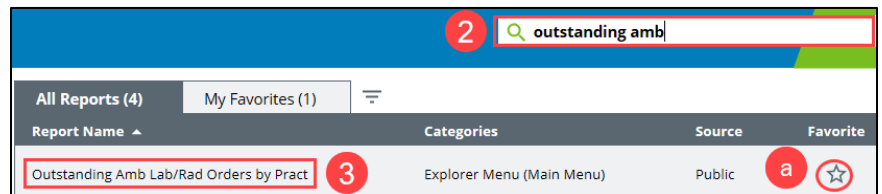
Cerner Reporting Portal EDUCATION

How to Access and Run

1. Within StoreFront:
 - a. **Search** for and **open** Reporting Portal.



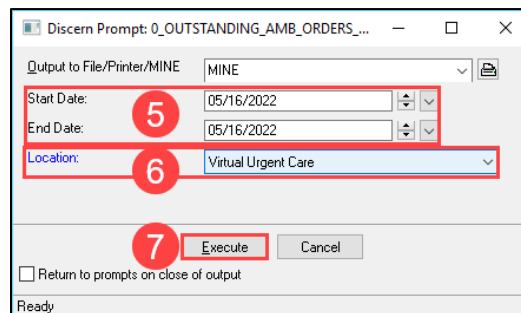
2. **Search** for Outstanding.
3. **Select** Outstanding Amb Lab/Rad Order by Pract.
 - a. **Click** the star icon to save it as a favorite.



4. **Click** the report name to expand.
 - a. **Click** Run.



5. **Modify** date fields as desired.
6. **Select** Virtual Urgent Care at the location.
7. **Click** Execute.



Note: Run report each day at 7am and 3pm.

For patients who are on the outstanding orders report but do not have results:

- 2-days after VUC visit, call the lab to check on results.
- If the lab does not have results, call the patient to see if the lab was completed.
 - Must be within 5-days for Paxlovid prescription.
- If patient is no longer planning to complete the ordered lab, delete the order in PowerChart.