


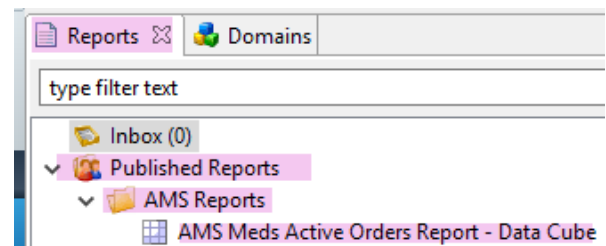


## EMR Quick Reference Guide

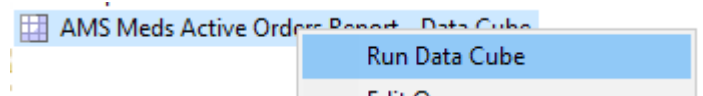
### Medications - Antimicrobial Medications: Active Orders Audit Report

This audit will retrieve all active inpatient antimicrobial orders on the EMR with the status 'ordered'

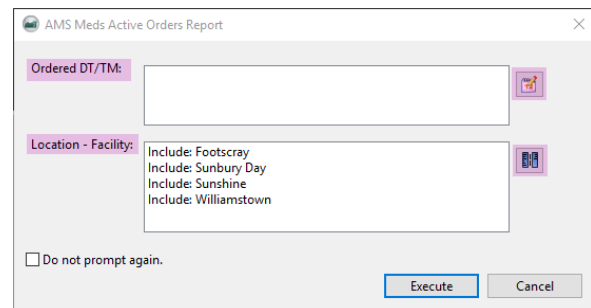
1. Open Powerchart
2. Click . Discern Analytics Program will load
3. Open the Reports tab > Published Reports> AMS Reports > AMS Meds Active Orders Report




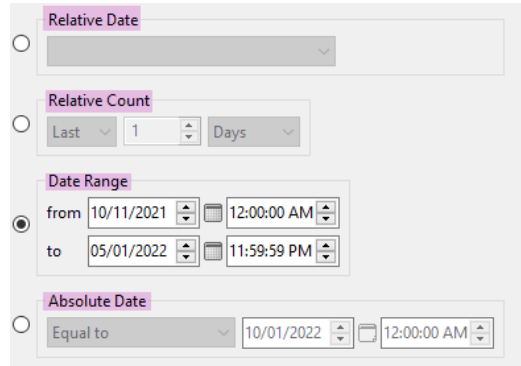
4. Right click on AMS Meds Active Orders Report to run the audit



5. Begin running the report by pressing Ctrl Q (keyboard). You can adjust 2 parameters




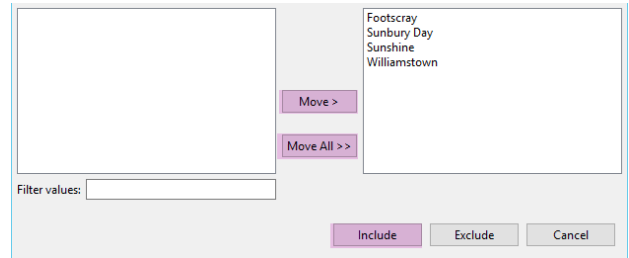
6. Click on the  to adjust Ordered date/time. Opt for appropriate option the click “Close”



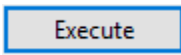
The screenshot shows a dialog box with four sections:
 

- Relative Date:** A dropdown menu.
- Relative Count:** A dropdown menu set to 'Last', a numeric input set to '1', and a dropdown menu set to 'Days'.
- Date Range:** A section with 'from' and 'to' labels. The 'from' date is '10/11/2021' at '12:00:00 AM'. The 'to' date is '05/01/2022' at '11:59:59 PM'.
- Absolute Date:** A section with 'Equal to' and a date/time input set to '10/01/2022' at '12:00:00 AM'.

7. Click on  to filter by facility. Facilities listed on the right are those that will appear in the report. You can move the sites left/right by highlighting and clicking on the move button. Click on “Include”



The screenshot shows a dialog box for selecting facilities. On the right, a list contains: 'Footscray', 'Sunbury Day', 'Sunshine', and 'Williamstown'. Below the list are 'Move >' and 'Move All >>' buttons. At the bottom, there are 'Include', 'Exclude', and 'Cancel' buttons. A 'Filter values:' input field is also present.

8. Once parameters set, click 

9. Data will be generated for review

10. You can export the data to an excel: Export > Text Delimited > Comma (csv) > select location

