



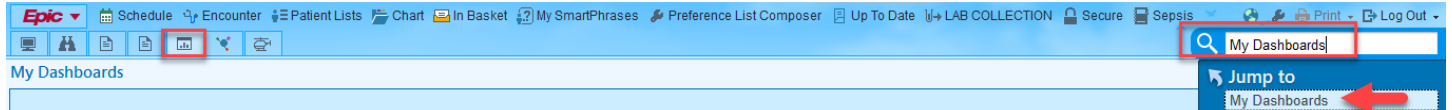
**Audience:** All Clinical Staff,  
Supervisors and Directors

**Effective:** March 17, 2020

**Locations:** All MHS locations


## Run a report to find all patients who have been tested for COVID-19

Open the My Dashboards mini tab at the top of your workspace OR type My Dashboards into the Search field in the upper right corner of the screen (do not hit Enter key). Click on the My Dashboards link under the **Jump to** title.



When the My Dashboards activity opens, type **COVID-19 patients** in the search field at the top of the screen.

Check the box  next to the option that reads **Workbench Reports**

Hover the cursor over the **COVID-19 Tested Patients** report. A green "Run" icon  will appear. Left click on the icon to run the report.

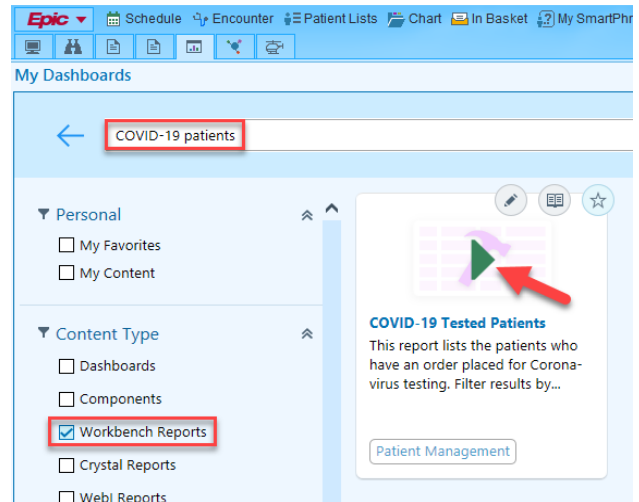
The report may take a minute or more to run completely.

Running – 31 %




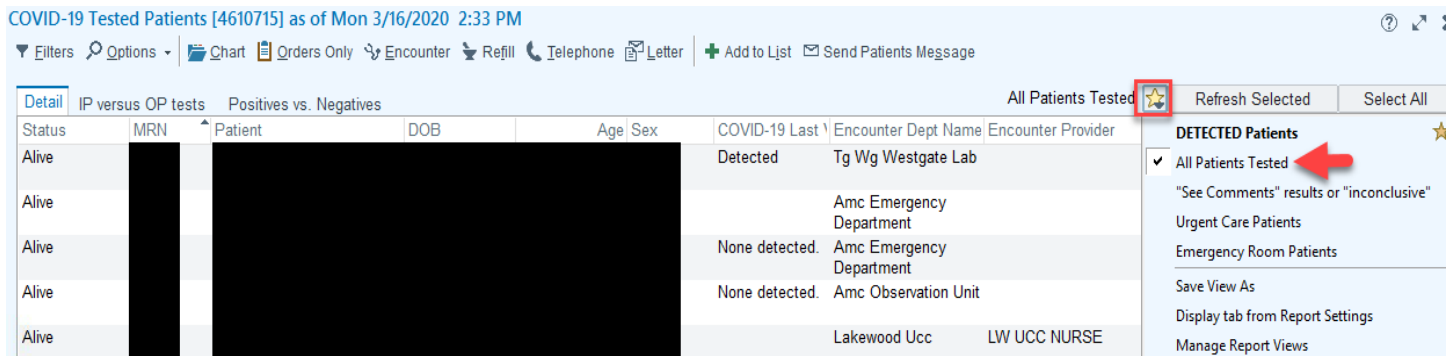
230 results match search criteria

[Stop report](#)





## Manipulating the Data

When the report finishes running, a filter will display patients where the virus has been detected by default. Click the  icon and select **All Patients Tested**. Other potential filters include Urgent Care Patients, ED patient and inconclusive results.



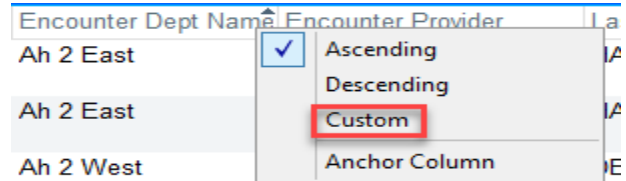


## Sorting information

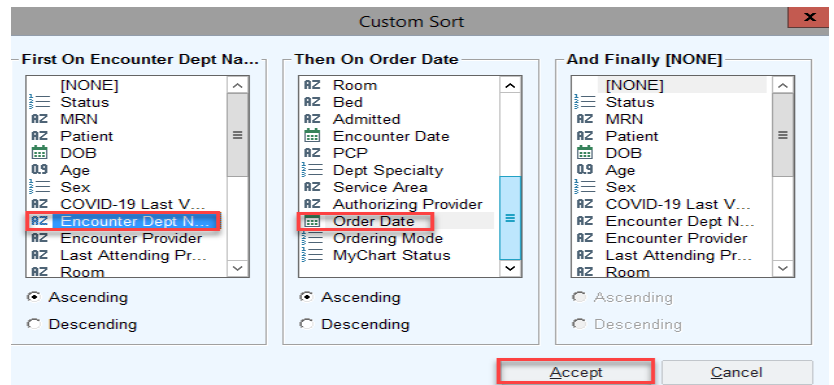
Sorting organizes the data in the report into groups, such as all patients from Tacoma General or TFM. To sort data by column, left click any column header once. A small triangle icon  will indicate the information from that column is being sorted in ascending order. Click the column header once more to invert the triangle , that column's information will now display in descending order.

Status | MRN | Patient | DOB | Age Sex | COVID-19 Last | Encounter Dept Name  Encounter Provider

Users can also sort on multiple columns. **Right click** on any column header and select the **Custom** option.





When the Custom Sort window opens, select the first column to sort on, then a second column in the middle portion of the window and potentially a third column in the right portion of the window.



When done, click the **Accept** button in the lower right corner.

The columns will now have triangle icons with numbers next to them.

Age	Sex	COVID-19 Last	Encounter Dept Name 	Order Date 	Ordering Mode	MyChart Status
		Detected	Amc Observation Unit	03/10/2020	Inpatient	Pending Activation
		None detected.	Amc Observation Unit	03/11/2020	Inpatient	Pending Activation
		None detected.	Amc Observation Unit	03/12/2020	Inpatient	Patient Declined
		None detected.	Amc Progressive Care Unit	03/07/2020	Inpatient	Pending Activation

## Filtering

To explore with filters, click the **Filters** button in the tool bar at the top of the screen. When done, click the **Apply** button at the bottom of the screen (not pictured).

## Access a patient's chart from the report

Highlight the patient's name on the report and click the **Chart** button in the tool bar.

