

The New eMED – Highlights and FAQ's

Why did we rewrite eMED?

1. It's been rewritten onto newer technology, which allows more flexibility for it's growing needs. Not only is it more secure, it will also adapt to the size of your portable devices.

Does this affect eMEDlog?

1. Yes. eMED and eMEDlog will now be known only as eMED. We found that differentiating between eMED and eMEDlog was confusing. Instead the new eMED will have medical level users and mission level users.

Highlights:

1. We think you'll find the same great functionality that you always enjoyed in a new, user-friendly interface.
2. We've been able to add "roles" to all eMED users, so not only will you see the author on a note, you'll see their role too.
3. We've added the picture to the missionary's record.
4. Tasks can now be reassigned to others that are serving in-field that may be involved in the care of the missionary.
5. Reports are now easier than ever to download or print.

Searching by Identification Number

ID: **Mission:** ...

Last Name:

First Name:

Display: Active Released All missionaries

- The ID field allows you to search by
 - The 6-digit Missionary Identification Number or
 - The 9-digit Missionary Medical Identification Number or
 - The Aetna ID (be sure to begin with the “W”).
- The previous version of eMED required that you enter an 11-digit Missionary Medical Identification Number. In this system, the “01” suffix is no longer required.

Searching by Name

ID: Mission: ...

Last Name:

First Name:

Display: Active Released All missionaries

This will allow you to search by the whole, or first part of the first name, last name or both. For instance, if you're looking up Daniel Peterson, you can type Daniel in the First Name field and Peterson in the Last Name field. If you're not sure if his last name is Peterson or Petersen, you can type Daniel in the First Name field and P or Peters in the Last Name field.

Searching by Mission

ID: Mission: ...

Last Name:

First Name:

Display: Active Released All missionaries

- You can type in the name, or any part of the name, of the mission. As you begin typing the system will display a drop-down list of missions that meet the criteria you've typed thus far.
- Your search is limited to the missions you have access to see. If you only have access to one mission, this will be filled in already.
- If you have access to all missions, you may also use the "...” to display a list of all U.S. and International missions.
- You can search by both name and mission in order to narrow your results.

Active/Released Display

ID: Mission: ...

Last Name:

First Name:

Display: Active Released All missionaries

This will default to “Active”. By changing the radio button to “Released” you can display only missionaries that have been released up to one year in your results. By changing the radio button to “All Missionaries” you can include both Active and Released missionaries in your results.

If your search results are too large, it will only return the first 500 missionaries.

Search Results

ID:

Mission:

 ...

Last Name:

First Name:

Display:

Active

Released

All missionaries

Search

Once you've typed in your search criteria, hit the "Search" button to return the results.

Search Results

Within the “Search Results” you can sort by any column by clicking the double arrows next to the column heading.

Search Results



↕ Name	↕ Type	↕ Missionary ID	↕ Gender	↕ DOB	↕ Mission	↕ Mission Start	↕ Mission End
View Barbossa, Hector 2	Elder		M	04 Oct 1992	New Zealand Auckland	29 Aug 2013	11 Aug 2015
View Bear, Brer 1	Elder		M	28 Jan 1996	New Zealand Wellington	31 Jul 2014	26 Jul 2016
View Beauty, Sleeping	Senior Elder		M	06 Apr 1948		01 Jan 2015	31 Jul 2016
View Beckett, Cutler	Elder		M	17 Jan 1994	Ghana Cape Coast	12 Dec 2013	09 Dec 2015
View Bell, Tinker	Senior Sister		F	10 May 1943	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016
View Cricket, Jiminy 8	Senior Elder		M	08 Oct 1945	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016

Search Results

Search Results

	↕ Name	↕ Type	↕ Missionary ID	↕ Gender	↕ DOB	↕ Mission	↕ Mission Start	↕ Mission End
View	Barbossa, Hector 2	Elder		M	04 Oct 1992	New Zealand Auckland	29 Aug 2013	11 Aug 2015
View	Bear, Brer 1	Elder		M	28 Jan 1996	New Zealand Wellington	31 Jul 2014	26 Jul 2016
View	Beauty, Sleeping	Senior Elder		M	06 Apr 1948		01 Jan 2015	31 Jul 2016
View	Beckett, Cutler	Elder		M	17 Jan 1994	Ghana Cape Coast	12 Dec 2013	09 Dec 2015
View	Bell, Tinker	Senior Sister		F	10 May 1943	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016
View	Cricket, Jiminy 8	Senior Elder		M	08 Oct 1945	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016

Click “View” to see the missionary’s notes.

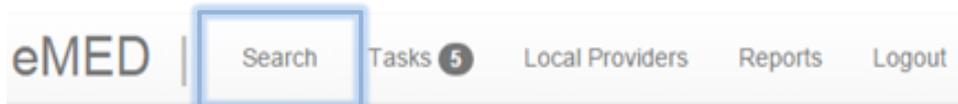
Search Results

Search Results

↕ Name	↕ Type	↕ Missionary ID	↕ Gender	↕ DOB	↕ Mission	↕ Mission Start	↕ Mission End
View Barbossa, Hector 2	Elder		M	04 Oct 1992	New Zealand Auckland	29 Aug 2013	11 Aug 2015
View Bear, Brer 1	Elder		M	28 Jan 1996	New Zealand Wellington	31 Jul 2014	26 Jul 2016
View Beauty, Sleeping	Senior Elder		M	06 Apr 1948		01 Jan 2015	31 Jul 2016
View Beckett, Cutler	Elder		M	17 Jan 1994	Ghana Cape Coast	12 Dec 2013	09 Dec 2015
View Bell, Tinker	Senior Sister		F	10 May 1943	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016
View Cricket, Jiminy 8	Senior Elder		M	08 Oct 1945	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016

The numbers in gray indicate the number of notes that currently exist for that missionary.

Search Results



You can return to the search screen anytime by clicking on the word “Search” in the upper left-hand corner of your screen. It will maintain the original search criteria and Search Results.

ID: **Mission:** ...

Last Name:

First Name:

Display: Active Released All missionaries

If you want to begin a new search, you can click “Reset” on the Search screen and it will clear any previous search criteria.

Viewing and Entering Notes

Search Results

	↕ Name	↕ Type	↕ Mission ID	↕ Gender	↕ DOB	↕ Mission	↕ Mission Start	↕ Mission End
View	Barbossa, Hector 2	Elder		M	04 Oct 1992	New Zealand Auckland	29 Aug 2013	11 Aug 2015
View	Bear, Brer 1	Elder		M	28 Jan 1996	New Zealand Wellington	31 Jul 2014	26 Jul 2016
View	Beauty, Sleeping	Senior Elder		M	06 Apr 1948		01 Jan 2015	31 Jul 2016
View	Beckett, Cutler	Elder		M	17 Jan 1994	Ghana Cape Coast	12 Dec 2013	09 Dec 2015
View	Bell, Tinker	Senior Sister		F	10 May 1943	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016
View	Cricket, Jiminy 8	Senior Elder		M	08 Oct 1945	Brazil São Paulo East Mission	01 Aug 2014	29 Feb 2016

Once you have searched for a missionary or mission list, you can click “View” to see the individual missionary’s record.

If you have entered an ID number, this step will not appear. The system will automatically open the missionary’s record.

Missionary Notes

Jiminy Cricket (000000)

This screen will display the missionaries name and missionary ID at the top of the page.



Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

No notes found.

Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Add Task

No Tasks

Missionary Notes

Jiminy Cricket (000000)



Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Add Task

No Tasks

Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

Underneath the name, you'll see a picture of the missionary and the following:

1. Their current status (Pre-field, MTC, Infield, Released)
2. Missionary Medical ID number – For missionaries serving in the United States, this is the number on their Missionary Medical ID card.
3. Aetna ID number – For missionaries serving outside the United States in an Aetna covered area, this is the number Aetna uses to identify the missionary. Depending on the local network partner, it may or may not be printed on their ID card.
4. Date of Birth
5. Current Assignment - this is where a missionary is currently serving. If they are pre-field, this will be blank. If they are on a temporary assignment, the Current Assignment will be different than the Assigned Mission.
6. Assigned Mission – This is the mission a missionary is called to serve in.
7. Mission Start – this is the date the missionary entered the field.
8. Mission End – this is the missionary's release date.

Missionary Notes

Jiminy Cricket (000000)



Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Add Task

No Tasks

Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

Author: Patricia Jacobsen (MM Nurse)
Contact Type: Call

Note Date: 8/8/2014

Category: Gastroenterology

Intervention:

Note: FLU SYMPTOMS ELDER NOT RESPONDING TO HOME CARE- VOMITING AND DIARRHEA X 4 DAYS. SAW MD, BLOOD TEST AND STOOL SAMPLE DONE. OFF VISIT OK.

When you arrive at this page, you'll see all notes that have been entered for this missionary, ordered by the date and time entered.

This will include notes made by medical and non-medical users, as well as notes from Missionary Medical and the Provo MTC. Notes from MTC's other than Provo will depend on whether that specific MTC is making notes in eMED.

Adding a Note

Jiminy Cricket (000000)



Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

If you'd like to add a note, click the "Add a Note" button. This will pop-up a screen where you can add your note.

Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Add Task

No Tasks

Adding a Note

Add a Note ✕

Note Date: 

How was contact made?: ▼

Diagnostic Category: ▼

Intervention: ▼

Note:

Attachments:

Attachment Type: ▼

Note: The system only allows attachments that are 10 MB or less.

Note Date – Will default to today's date, but you can change it to be any date in the past.

How was contact made? – You can choose Call, In Person, eMail or Text

Diagnostic Category* – This will only display for users with a medical designation.

Intervention* – You can choose the appropriate intervention that was made for the missionary.

Note – This is where you will type the body of your note.

* Only medical users will see the diagnostic category and intervention.

Attachments

Add a Note ✕

Note Date: 

How was contact made?: ▼

Diagnostic Category: ▼

Intervention: ▼

Note:

Attachments:

Attachment Type: ▼

Note: The system only allows attachments that are 10 MB or less.

You have the ability to add an attachment to your note.

In order to add an attachment, you must first select an Attachment Type.

Once this is done, you can upload the attachment by clicking the Select File button, this will allow you to browse to the attachment.

Once the attachment has been selected, you'll be given the option to change or remove the attachment before the note is saved.

Attachments must be less than 10 MB. If you try to upload something larger than this, you'll get a system error.

If you have a file that is larger than 10 MB, you might consider taking a screenshot of the most pertinent piece or pieces and attaching only that.

Saving a Note

Add a Note ✕

Note Date: 

How was contact made?: ▼

Diagnostic Category: ▼

Intervention: ▼

Note:

Attachments:

Attachment Type: ▼

Note: The system only allows attachments that are 10 MB or less.

When you've completed your note, click the "Save Note" button at the bottom.

If you do not want to save your note, you can click the "Close" button at the bottom of your screen or the "X" in the upper right-hand corner.

Expanding Notes

Notes Pre-mission Info

Add a Note Expand All Notes View Attachments Filter Notes

Author:	Betty Wood (MNS)	Note Date:	6/25/2015
Contact Type:	Call		
Category:	Dermatology	Intervention:	Consultation
Note:	If joy is the supreme goal of life, then everyone should be intensely interested in how it may be obtained. We should be equally concerned about how we may avoid its opposite, misery. These vital topics are discussed and illustrated in the Book of Mormon, and the information concerning them is directly related to missionary work. The book tells us . . . Show More		

Notes that are longer than 4 lines will display a “Show More” line. You can click this link on each individual note that exceeds that limit to see the full note. If you want to see all notes, regardless of their length, you can click on the “Expand All Notes” button and all notes with a “Show More” will be changed to display the entire note.

Viewing Attachments

Notes Pre-mission Info

Add a Note Expand All Notes View Attachments Filter Notes

If you want to see all attachments for a missionary, you can click the View Attachments button. When it's clicked, a box will pop-up (similar to the box below) and you can click "View" next to any attachment to view it.

Note Attachments ×

File Name	Type	
Nurse Training.pdf	CLINICAL	View

Close

Filtering Notes

Notes

Pre-mission Info

Add a Note

Expand All Notes

View Attachments

Filter Notes

If you don't want to see all the notes for a missionary, you have the option to filter the notes by clicking the Filter Notes button. A separate box will appear with filter options.

Filtering Notes

Apply Note Filters

Note Start Date: 

Note End Date: 

Diagnostic Category: ▼

Show Only My Notes: Yes No

Display Note Type(s):

Provo MTC Mission  Medical  MM Nurses

You can filter by:

Date Range – You can use the Note Start Date and/or Note End Date to limit notes to certain dates that they were entered.

Diagnostic Category – You can choose the notes related to a certain diagnostic category that you're interested in.

Show Only My Notes – You can choose to only display notes made by you.

You can also filter by the type of the user that entered the note. For instance, if you only want notes entered by medical professionals, you could uncheck "Mission" which would leave "Provo MTC," "Medical" and "MM Nurses" checked. When you're done, click "Apply Filters" to see the notes. You can also clear your filter by clicking the "Clear Filters" button.

Pre-mission Information

Jiminy Cricket (000000)



Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

If you'd like to see the pre-mission information on the missionary, you can click the pre-mission info tab.

Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Add Task

No Tasks

Pre-mission Information

The image shows a screenshot of a web interface. At the top, there are two tabs: "Notes" and "Pre-mission Info". Below the tabs, there are two blue buttons: "Health History" and "Physician Notes".

Pre-mission Information is split into 2 separate parts:

Health History – This is the personal health disclosure that the missionary fills out on his/her recommendation. It will also list many of the supplemental questions that are asked related to the “current” or “previous” conditions.

Physician Notes – This is the local physician evaluation that is submitted along with the recommendation.

You can scroll down the page to read all this information, or click on any one of the buttons above to skip to that individual section.

Creating a Task

Jiminy Cricket (000000)



Pre-field

Missionary Medical ID: 00200000001

Missionary ID: 000000

Date of Birth: 29 JUL 1997

Current Assignment:

Assigned Mission: Alaska Anchorage

Mission Start: 16 SEP 2015

Mission End: 11 SEP 2017

Notes

Pre-mission Info

Add a Note

No Attachments

Filter Notes

You can create tasks related to a specific missionary. In order to create a task, pull up the missionary's note screen. At the bottom of the missionary's information, you'll see an "Add Task" button. Clicking that button will allow you to add a task for that missionary.

If no tasks exist for the missionary, you'll see a button next to "Add Task" that says, "No Tasks".

If tasks exist for the missionary, you'll see a button next to "Add Task" that says, "Show Task(s)". You can click that button to see your tasks related to that missionary.

Add Task

No Tasks

Adding a Task

Add a Task ×

Due Date: 

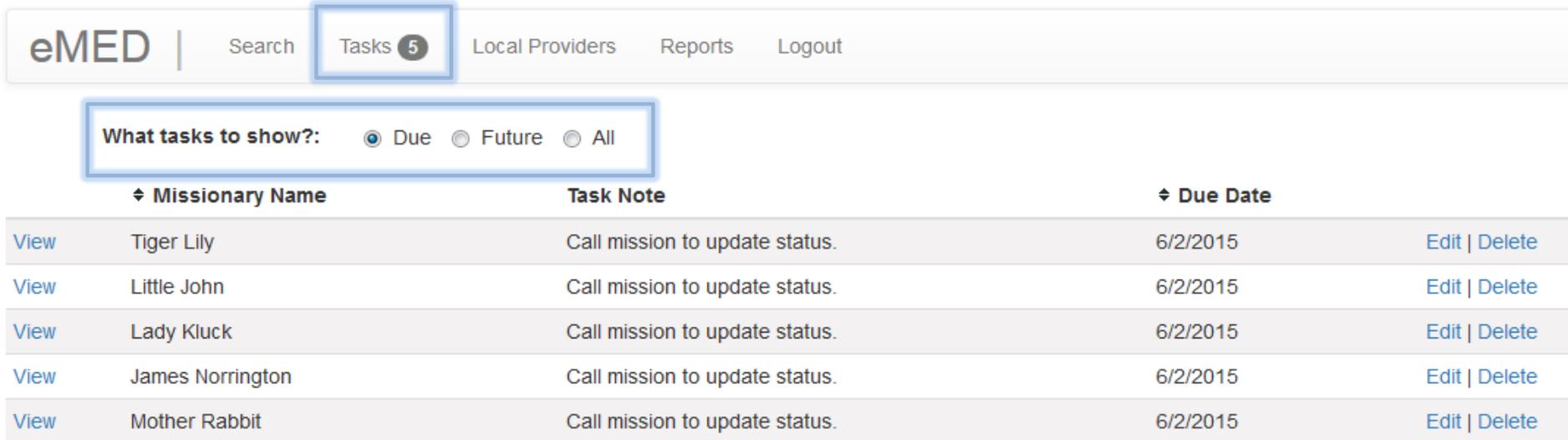
Task Note:

This is the pop-up you'll see when you click "Add Task".

Due Date – You need to enter a due date for the task. You can type this in MM/DD/YYYY format, or click on the calendar to the right of the date field. Once you open the calendar you can navigate to and choose any present or future date.

Task Note – This is where you enter the text that will describe the task.

Viewing Tasks



The screenshot shows the eMED interface. At the top, there is a navigation bar with the eMED logo, a search bar, and several menu items: 'Tasks' (highlighted with a blue box and a '5' badge), 'Local Providers', 'Reports', and 'Logout'. Below the navigation bar, there is a filter section titled 'What tasks to show?:' with three radio buttons: 'Due' (selected), 'Future', and 'All'. Below the filter section is a table with the following columns: 'Missionary Name', 'Task Note', and 'Due Date'. The table contains five rows of data, each with a 'View' link and 'Edit | Delete' options.

	↕ Missionary Name	Task Note	↕ Due Date	
View	Tiger Lily	Call mission to update status.	6/2/2015	Edit Delete
View	Little John	Call mission to update status.	6/2/2015	Edit Delete
View	Lady Kluck	Call mission to update status.	6/2/2015	Edit Delete
View	James Norrington	Call mission to update status.	6/2/2015	Edit Delete
View	Mother Rabbit	Call mission to update status.	6/2/2015	Edit Delete

You can access your Tasks by clicking the “Tasks” button at the top of your screen. It always displays a number next to “Tasks” indicating how many tasks, assigned to you, that are due today or in the past, that have not been deleted.

- When you click on the “Tasks” button, you’ll see a list of your currently due tasks.
- If you click the “Future” radio button, you’ll see all tasks that are due in the future.
- If you click on the “All” radio button, you’ll see all tasks that are assigned to you.

Tasks

eMED

Search

Tasks **5**

Local Providers

Reports

Logout

What tasks to show?:



Due



Future



All

	↕ Missionary Name	Task Note	↕ Due Date	
View	Tiger Lily	Call mission to update status.	6/2/2015	Edit Delete
View	Little John	Call mission to update status.	6/2/2015	Edit Delete
View	Lady Kluck	Call mission to update status.	6/2/2015	Edit Delete
View	James Norrington	Call mission to update status.	6/2/2015	Edit Delete
View	Mother Rabbit	Call mission to update status.	6/2/2015	Edit Delete

You can click the “View” button next to the missionary’s name and it will take you to the notes screen.

You can click “Edit” to edit a task.

You can click “Delete” to delete a task. Tasks that are complete should be deleted. If you’d like to complete the same task again in the future, you can edit the task and change the due date. Be careful when deleting a task. Once deleted it cannot be retrieved.

Editing a Task

Add a Task ✕

Due Date: 

Task Note:

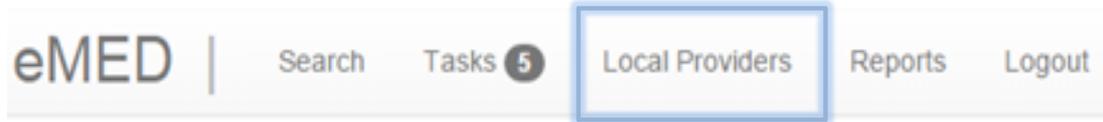
Call mission to update status.

Assigned To: 

When you edit a task, you'll see the same fields as when you added a task, with the addition of an "Assigned To" field. Once a task is saved, you will have the ability to reassign that task to anyone in the field that has security to view that missionary. The goal in creating this was to help with assignment transitions for eMED users, but there may be other helpful uses as well.

When editing a task, you have the ability to change the due date or the note.

Local Providers



Local Providers can be accessed by clicking “Local Providers” on the top of your screen. The Local Providers list is a way is to keep track of medical providers who are qualified and capable of providing high-quality care and services at a competitive or contracted price to missionaries. These may be network providers that you prefer over other network providers.

Local Providers

Local Providers

Mission: ...

Arizona Mesa

This list can be used to keep track of local medical providers who are qualified and capable of providing high-quality care and services at a competitive or contracted price to missionaries.

^ Provider Name (click name to edit or copy)	↕ Contracted or Free?	↕ City	Contact Numbers	Address	↕ Provider Type	↕ Specialty	Comment	Last Edit By
Rock, Ron	Unknown	Mesa	Work: 480-834-5555 Email: rjrock@gmail.com	2346 East Brown Rd., AZ, 85213, United States	Dentist	dental		Sharon Kooyman 23 Jun 2014

If you're looking at a missionary or mission list, or if you have access to see only one mission, clicking "Local Providers" will automatically load the local providers that have been entered for that mission. If you have access to more than one mission, and you click on "Local Providers" before searching, you'll need to choose a mission before the list will load.

Local Providers

Local Providers

Mission:

Arizona Mesa



Search

Arizona Mesa

Add New Provider

This list can be used to keep track of local mission providers who are qualified and capable of providing high-quality care and services at a competitive or contracted price to missionaries.

You can sort on any column with an arrow icon.

^ Provider Name (click name to edit or copy)	↕ Contracted or Free?	↕ City	Contact Numbers	Address	↕ Provider Type	↕ Specialty	Comment	Last Edit By
Rock, Ron	Unknown	Mesa	Work: 480-834-5555 Email: rjrock@gmail.com	2346 East Brown Rd., AZ, 85213, United States	Dentist	dental		Sharon Kooyman 23 Jun 2014

Once you select a mission, any existing providers will load. You can edit these providers by clicking on their name, which is highlighted in blue, or you can add a new provider by clicking the “Add New Provider” button.

Sorting the Provider List

When viewing your provider list, you can sort by Provider Name, whether they're Contracted or Free, City, Provider Type, or Specialty. This can be done by clicking the small double arrow to the left of that field.

Local Providers

Mission:



Arizona Mesa

This list can be used to keep track of local mission providers who are qualified and capable of providing high-quality care and services at a competitive or contracted price to missionaries.

You can sort on any column with an arrow icon.

^ Provider Name (click name to edit or copy)	↕ Contracted or Free?	↕ City	Contact Numbers	Address	↕ Provider Type	↕ Specialty	Comment	Last Edit By
Rock, Ron	Unknown	Mesa	Work: 480-834-5555 Email: rjrock@gmail.com	2346 East Brown Rd., AZ, 85213, United States	Dentist	dental		Sharon Kooyman 23 Jun 2014

Adding a Provider

Type of provider:*

Specialty:

Last Name:*

First Name:*

Is contracted or free?:* Yes No Unknown Are they contracted with UHSS, DMBA, Aetna or free?

Address:*

City:*

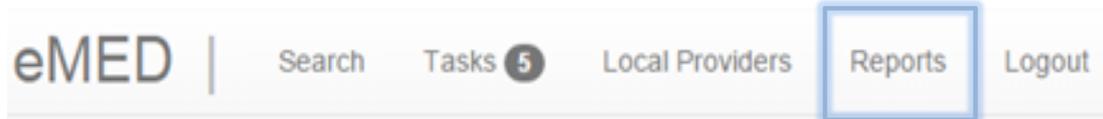
State/Province (if applicable):

Postal Code (if applicable):

Country:*

When you add a new provider, you'll see several fields to fill out. The fields with an asterisk "*" are mandatory. Most fields are self-explanatory. The "Is contracted or free" field is a valuable way to make sure that a provider you're sending missionaries to offers a contract through United Health Shared Services (UHSS) – in the United States, Aetna (or one of its network partners) – outside the United States, or will provide care free of charge. The system will store your name and the date you saved this record, so it will be known who created it and the last time it was updated.

Reports



Reports can be accessed by clicking “Reports” on the top of your screen.

Reports – Area and Headquarters Users

Generate Report

Start Date:

End Date:

Report:

Area:

All Missions

Please select at least 1 mission for the report.

- | | | |
|---|--|---|
| <input type="checkbox"/> Adriatic North | <input type="checkbox"/> Adriatic South | <input type="checkbox"/> Alabama Birmingham |
| <input type="checkbox"/> Alaska Anchorage | <input type="checkbox"/> Alpine German-Speaking | <input type="checkbox"/> Angola Luanda |
| <input type="checkbox"/> Argentina Bahía Blanca | <input type="checkbox"/> Argentina Buenos Aires East | <input type="checkbox"/> Argentina Buenos Aires North |
| <input type="checkbox"/> Argentina Buenos Aires South | <input type="checkbox"/> Argentina Buenos Aires West | <input type="checkbox"/> Argentina Comodoro Rivadavia |
| <input type="checkbox"/> Argentina Córdoba | <input type="checkbox"/> Argentina Mendoza | <input type="checkbox"/> Argentina MTC |
| <input type="checkbox"/> Argentina Neuquén | <input type="checkbox"/> Argentina Posadas | <input type="checkbox"/> Argentina Resistencia |
| <input type="checkbox"/> Argentina Rosario | <input type="checkbox"/> Argentina Salta | <input type="checkbox"/> Argentina Santa Fe |
| <input type="checkbox"/> Arizona Gilbert | <input type="checkbox"/> Arizona Mesa | <input type="checkbox"/> Arizona Phoenix |
| <input type="checkbox"/> Arizona Scottsdale | <input type="checkbox"/> Arizona Tempe | <input type="checkbox"/> Arizona Tucson |
| <input type="checkbox"/> Arkansas Little Rock | <input type="checkbox"/> Armenia Yerevan | <input type="checkbox"/> Australia Adelaide |
| <input type="checkbox"/> Australia Brisbane | <input type="checkbox"/> Australia Melbourne | <input type="checkbox"/> Australia Perth |
| <input type="checkbox"/> Australia Sydney North | <input type="checkbox"/> Australia Sydney South | <input type="checkbox"/> Baltic |

Get Report

When you choose “Reports” you’ll see this box. You can filter your report by start date and end date, as well as the area and/or missions you’d like included in your report.

To filter your report by area, choose a specific area in the “Area” drop-down list. If you have access to only one area, you’ll only see your area, with no drop-down.

To filter your report by mission, click the checkbox next to the mission you want to report on.

Choose the report you’d like to see in the “Report” drop-down and click “Get Report” at the bottom of the screen to run the report.

Reports – Mission Users

Generate Report



Start Date:

5/27/2015



End Date:

6/27/2015



Report:

Interventions by Categories



Area:

North America Southwest

Mission:

Arizona Mesa Mission

Get Report

When you choose “Reports” you’ll see this box. You can filter your report by start date and end date.

Choose the report you’d like to see in the “Report” drop-down and click “Get Report” at the bottom of the screen to run the report.

Interventions by Categories – Missionary Count Report

Interventions by Category

27 May 2015 to 27 Jun 2015

[Change Report](#)

[Download](#)

Category	Non-Surgical			Home for		Office Visit Referral	Physical Therapy	RMSS	
	Hospitalization*	Surgery*	ER Visit*	Care*	Consultation			Consultation	Total
Accidents and Injuries	0	0	0	0	0	0	0	0	0
Cardiology	0	0	0	0	0	0	0	0	0
Dental	0	0	1	0	0	0	0	0	1
Dermatology	0	0	0	0	1	0	0	0	1
Endocrine	0	0	0	0	0	0	0	0	0
Gastroenterology	0	0	0	0	0	0	0	0	0

The Interventions by Categories – Missionary Count Report will display how many missionaries have had a note entered by a medical level user under each specific diagnostic category and the corresponding interventions. The category is listed in the first column, interventions are all the other columns. If the intervention has an asterisk “*” after the heading, it’s considered a major event.

You can download this report and export it to Excel (a .csv file) by clicking the “Download” button in the upper right-hand corner of your screen.

If you’d like to look at a different report or change any of the filter criteria, click “Change Report” at the top of the report, next to the “Download” button.

Interventions by Categories – Note Count Report

Interventions by Category

27 May 2015 to 27 Jun 2015

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Category	Non-Surgical			Home for		Office Visit Referral	Physical Therapy	RMSS	
	Hospitalization*	Surgery*	ER Visit*	Care*	Consultation			Consultation	Total
Accidents and Injuries	0	0	0	0	0	0	0	0	0
Cardiology	0	0	0	0	0	0	0	0	0
Dental	0	0	1	0	0	0	0	0	1
Dermatology	0	0	0	0	1	0	0	0	1
Endocrine	0	0	0	0	0	0	0	0	0
Gastroenterology	0	0	0	0	0	0	0	0	0

The Interventions by Categories – Note Count Report will display how many notes been entered by a medical level user under each specific diagnostic category and the corresponding interventions. The category is listed in the first column, interventions are all the other columns. If the intervention has an asterisk “*” after the heading, it’s considered a major event.

You can download this report and export it to Excel (a .csv file) by clicking the “Download” button in the upper right-hand corner of your screen.

If you’d like to look at a different report or change any of the filter criteria, click “Change Report” at the top of the report, next to the “Download” button.

All Event Details Report

All Event Details

[Change Report](#)[Print](#)

Results from 01 Sep 2014 to 27 Jun 2015.

Filter:

Author:

All

Intervention:

All

Apply

Mission: Alaska Anchorage
Category: Medical

Missionary: Beckett, Cutler
Intervention: Consultation

Incident Date: 20 Jan 2015
Author: Medical

Phone log summary since 1-5. Elder has been taking an SSRI for Panic and that has improved. Was started on Trazodone by prescribing MD and that has not helped much. Summary is that he has a harder time with the sleep in field and it is a main c/o and interferes a lot. He again indicated that his father had a formal sleep study and that he would like one but is reluctant to go home right now as they are having some success despite his problems. He'll cont. to coord. with Md and MP. he is open to having an evaluation despite the above reservation and knows it would have to be done at home.

The All Event Details Report will display the notes based on the criteria chosen. Once the report is run, you can filter it further by Author or Intervention at the top of your screen.

You can print this report by clicking the "Print" button in the upper right-hand corner of your screen.

If you'd like to look at a different report, or change the date range or area/mission selection (for area and administrative users) click "Change Report" in the upper right-hand corner of your screen.

Major Event Details Report

Major Event Details

[Change Report](#)[Print](#)

Results from 01 Sep 2014 to 27 Jun 2015.

Filter:

Author:

All

Intervention:

All

Apply

Mission: Alaska Anchorage

Category: Medical

Missionary: Sparrow, Jack

Intervention: Surgery

Incident Date: 26 Sep 2014

Author: Medical

Elder was seen in ER because of abdominal pain and was diagnosed with appendicitis. He has undergone an appendectomy and is doing OK. He has done well through the surgery.

The Major Event Details Report will display the notes based on the criteria chosen, but only for those interventions that are considered major events (non-surgical hospitalization, surgery, ER visit, and home for care). Once the report is run, you can filter it further by Author or Intervention at the top of your screen.

You can print this report by clicking the “Print” button in the upper right-hand corner of your screen.

If you’d like to look at a different report, or change the date range or area/mission selection (for area and administrative users) click “Change Report” in the upper right-hand corner of your screen.

Summary By Mission Report

Summary by Mission

01 Jun 2014 to 27 Jun 2015

[Change Report](#)

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Mission	Mission Notes	Medical Notes	Total
Alaska Anchorage	26	42	68
Total	26	42	68

The Summary By Mission Report will display how many notes have been entered by mission users (Mission President, Mission President Wife, Mission Medical Coordinator) and medical users (Area/Mission Medical Advisor, Area/Mission Mental Health Advisor, MD Health Services, Mission Nurse Specialist and Return Missionary Support Services) for the criteria chosen.

You can download this report and export it to Excel (a .csv file) by clicking the “Download” button in the upper right-hand corner of your screen.

If you’d like to look at a different report or change any of the filter criteria, click “Change Report” at the top of the report, next to the “Download” button.

Local Provider Summary Report

Local Provider Summary

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	Mission	Count
View	Adriatic North	29
View	Alaska Anchorage	3
View	Argentina Bahía Blanca	25

The Local Provider Summary Report will display how many local providers have been added for the missions chosen. You can view the local provider lists by clicking the “View” button next to the mission name.

You can download this report and export it to Excel (a .csv file) by clicking the “Download” button in the upper right-hand corner of your screen.

If you’d like to look at a different report or change any of the filter criteria, click “Change Report” at the top of the report, next to the “Download” button.

User Activity Report

User Activity

[Change Report](#)[Download](#)

27 May 2015 to 27 Jun 2015

Name	Total Entries
BETTY WOOD	2
DOUG JEPSON	1

The User Activity Report will display how notes have been added, for the missions chosen, by user.

You can download this report and export it to Excel (a .csv file) by clicking the “Download” button in the upper right-hand corner of your screen.

If you’d like to look at a different report or change any of the filter criteria, click “Change Report” at the top of the report, next to the “Download” button.