Patient Waiting List Dashboard

Overview

This Power BI dashboard analyzes patient waiting lists, focusing on both inpatient and outpatient data for the 2018–2021 period. It provides insights into:

- **Current and historical waiting list trends**

- **Specialty-level and age profile breakdowns**

- **Key metrics (Total, Average, Median waiting list)**

Requirements

- **Power BI Desktop (Version March 2020 or later recommended)**

  - [**Download Power BI Desktop**](#)

- **.pbix File: The main Power BI report file (e.g., Patient_Waiting_List_Dashboard.pbix).**

- **Data Files (if needed): If the dashboard references local files (e.g., CSV/Excel folders), ensure you have those files in the correct location or update the file paths in Power Query.**

How to Open the Dashboard

1. **Install Power BI Desktop**

   - **If you haven't already, download and install Power BI Desktop from the Microsoft website.**

2. **Download/Clone the Repository (If using GitHub)**

   - **Make sure you have this .pbix file and any associated data folders (e.g., Inpatient and Outpatient directories) if they're part of the project.**

3. **Open the .pbix File**

   - **Launch Power BI Desktop.**

   - **Go to File > Open Report > Browse for Reports.**

   - **Select Patient_Waiting_List_Dashboard.pbix and click Open.**

4. **Check/Update Data Sources** *(Optional)*

   - **If you receive a prompt about missing data sources or credentials, click Transform Data > Data source settings.**

   - **Update the folder/file paths to match your local directories or credentials.**

   - **Click Apply or Close & Apply to refresh the dataset.**

5. **Refresh the Data**

   - **Once the file opens, select Home > Refresh to load the latest data (if local files have changed).**

Navigating the Dashboard

1. **Summary Page**

   o **Shows high-level KPIs: Current vs. previous-year waiting lists, average/median toggles, specialty breakdown, and monthly trends.**

   o **Use the filters (Month, Case Type, Specialty) to dynamically slice the visuals.**

   o **The toggle button (Average/Median) updates metrics on key visuals.**

2. **Detail Page**

   o **Offers granular data for deeper analysis.**

   o **Includes additional slicers for Age Profile and Time Band.**

   o **Click the Back button to return to the summary page.**

3. **Drill-Down Tooltips**

   o **Hover over line charts to see a pop-up (tooltip) breakdown by specialty group for that specific month.**

Publishing/Sharing

- **If you need to share this report online, you can publish it to Power BI Service:**

  o **Home > Publish > Select Workspace**

  o **Once published, you can share with others (requires appropriate Power BI license).**

Additional Notes

- **Row-Level Security (RLS): If RLS is implemented, ensure proper roles and permissions are assigned in Modeling > Manage Roles before sharing.**

- **Scheduled Refresh: For automated refreshes via Power BI Service, you must configure scheduled refresh under Datasets > Settings > Schedule refresh. A Pro or Premium license is required for frequent refreshes.**

- **Modifications: Feel free to adjust visuals, filters, or themes based on user feedback or evolving data needs.**