Steps Description	Menu	Visit Reports / Examples

Visits

Most OpenEMR reports can be

- **Submitted to the screen**
- **Exported to comma separated value (CSV)**
- **Printed to paper**

Report – Today's visits – End of day report - Onscreen

Sample Report: List of all Visits grouped by service provider (e.g. today).

Uses: End-of-day control, Verify data completeness, identify open/empty visits

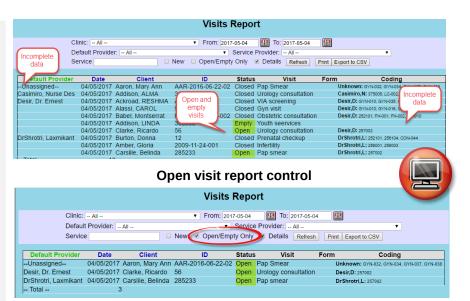Select: Select Reports > Visits > Details > Press Refresh button.

To verify that all visit data were properly entered mark Details checkbox. To produce a report of open visits, select Open/Empty visits only, and close open visits at EOD.

Note: Empty visits are those with no services or products entered in the Tally Sheet. However, these visits may have other relevant data (e.g. health history); therefore, before an authorised person deletes the visit, data must be verified and tally sheet completed if necessary.

Open visit report control

Report – Visits related to specific services - CSV

Sample Report: List of all Visits including abortion counselling and medical abortion, selected from MA service list in Code Finder
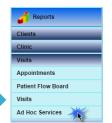
Steps	Menu	Description	Services provided Reports / Examples

Services provided

Report – Services and products provided - Onscreen

Sample Report: List of services provided by client on a specific visit date and detailing invoice, items, units, service provider and system user.

Select: Select Reports> Visits > Ad Hoc Visits. Press Refresh button.

Data can be sorted by selecting the corresponding headers. Optionally reports can include products, and only units greater than one.

Report – Services and products provided - CSV

Sample Report: List of services provided, sorted by invoice number and exported to comma-separated value format.

Select: Select Reports> Visits > Ad Hoc Visits. Press Export to CSV button.

Report – Services and products provided – Printed to PDF

Sample Report: List of services provided, sorted by invoice number and exported to PDF format for digital storing or paper printing.

Select: Select Reports> Visits > Ad Hoc Visits. Press Print button.

Purpose	To review basic visit reports including services provided during visits
Process description	Producing **visit reports** allow clinic managers and staff to verify data quality and completeness, review visit status to ensure no empty or open visits, assess service provision by clinic and provider, as well as to reconcile financial with service data
Pre-conditions	Visit data has been entered and data quality verified.
Observations	OpenEMR provides multiple reports for revising and cross-checking data. In addition to being displayed onscreen, most reports can be exported to comma-separated value (CSV) format readable with Excel, and to PDF to be stored digitally or printed in paper.