Viva Medical

Key Performance Indicators

Nursing

NOTE: Date ranges are unique for Viva. Their weeks are Sunday-Saturday, Billing goes out on the following Wednesday. Make sure when setting date ranges that the month is correctly captured.

Metric	Source	Kantime Path	Directions
Patients Seen	Kantime	Reports → Clients → Client Census Report	Set Location, set LOB (PDN + SN Visit), set Census to Unduplicated, and set date range.
New Patients Seen	Kantime	Reports → Clients → Client Census Report	Set Location, set LOB (PDN + SN Visit), set Census to Unduplicated, set date range, sort by SOC (Start of Care) and manually count patients that show SOC within the date range.
Hours Billed	Kantime	Reports → Schedules → Billed and Unbilled Report	Set Location, set LOB, and set Schedule Date Range. Use Total Hours. This needs to be done week by week in the "Hours Billed" Sheet
Unbilled Hours	Kantime	Reports → Schedules → Billed and Unbilled Report	Set Location, set LOB, and set Schedule Date Range. Set Billed Status to No. Use Total Hours. Do this as early in thenext month a spossible. For example, June 1st for May numbers
Total Billed	Kantime	Reports → Financials → Month End Report	Set Location, set LOB, and set month & year. Scroll to bottom of page and input Billed Primary.
Total Collected	Efrem Colmenero	Reports → Financials → Month End Report	Provided by client
A/R Aging	Kantime	Reports → Month End Report → View AR Report	Set Location, set LOB (PDN + SN Visit), Go to advanced filter, make sure Invoice is overpaid is checked NO. Inpu totals
Overtime	Kantime	Accounts → Payroll → Payroll Activity Report	Set Discipline to LVN & RN, set date range (EX: February 2017 is 2-3 through 3-3) Export details, add month column in front of Payroll Date column and input the following formula: [eomonth(payroll date - 2,-1)+1] , set up pivot table with rows as Payroll Location and Rate Type, columns = Payroll Month (column added), values = Total Hours. Input OT hours by location
Regular	Kantime	Accounts → Payroll → Payroll Activity Report	Set Discipline to LVN & RN, set date range (EX: February 2017 is 2-3 through 3-3) Export, add month column in front of Payroll Date column and input the following formula: [eomonth(payroll date - 2,-1)+1] , set up pivot table with rows as Payroll Location and Rate Type, columns = Payroll Month (column added), values = Total Hours. Input blank hours by location
Authorized vs. Staffed	Josh Strange		Josh will email reports. jstrange@vivapeds.com

Therapy

Metric	Source	Kantime Path	Directions
Patients Seen	Kantime	Reports → Clients → Client Census Report	Set Location, set LOB (OT + PT + ST), set Census to Unduplicated, and set date range.
Total Visits	Kantime	Reports → Schedules → Visit Report	Set Location, set Discipline (OT + PT + ST). Set Schedule Status to Approved.Set Schedule Date Range.
Total Billed	Kantime	Reports → Financials → Month End Report	Set Location, set LOB, and set month & year. Scroll to bottom of page and input Billed Primary.
Total Collected	Efrem Colmenero	Reports → Financials → Month End Report	Provided by client
A/R Aging	Kantime	Reports → Receivables Aging → RA as of Date	Set Location, set LOB (OT + PT + ST), Go to advanced filter, make sure Invoice is overpaid is checked NO. Inpu totals