

PCQC Registry - Downloading PCQC Patient Reports & Data Export – Instructions

Please use this guide to download your program's Patient Reports and patient-level data.

Downloading Patient Reports

1. Log into the PCQC Registry and click on the 'Patient Reports' button on the left-side menu.

The screenshot shows the PCQC Patient List interface. The left-hand navigation menu includes icons for Home, Case Entry, Program Reports, Patient Reports (highlighted with a red arrow), Member Contacts, Resources, and Help. The main content area displays a table of patient records.

External Patient ID	First Name	Last Name	Program	DOB	Patient Status
0001	Betty	Boop	Demo Program 1	01/28/1969	Active
0002	Ronald	Weasley	Demo Program 1	01/01/1965	Active
0004	Frodo	Baggins	Demo Program 1	01/01/2021	Active
008947	Tony	Soprano	Demo Program 1	12/20/1961	Active
04900	Peter	Parker	Demo Program 1	08/09/1980	Active
050696	Jon	Snow	Demo Program 1	05/06/1996	Complete
089733	Ernest	Hemingway	Demo Program 1	08/08/1980	Active
0947600	Marie	Antoinette	Demo Program 1	08/09/1980	Active
0958900	Jonah	Vark	Demo Program 1	09/08/1980	Active
098600	Daenerys	Targaryen	Demo Program 1	08/08/1980	Active
11223344	Test	Patient	Demo Program 1	01/11/1991	Complete
1231	Natasha	Romanov	Demo Program 1	01/01/1998	Active
123123777	test	test	Demo Program 1	01/01/2023	Active
12321	Bobby	Boop	Demo Program 1	01/01/1998	Active
1234	test	patient	Demo Program 1	08/02/1992	Active
12345	Pue	Beckett	Demo Program 1	10/02/2020	Active

2. Click the report you would like to view from the options that appear.

The screenshot shows the PCQC Patient List interface with a dropdown menu open over the 'Patient Reports' icon. The menu lists various report types under 'Hospital Reports' and 'Community Reports'.

External Patient ID	First Name	Last Name	Program	DOB	Patient Status
0001	Betty	Boop	Demo Program 1	01/28/1969	Active
0002	Ronald	Weasley	Demo Program 1	01/01/1965	Active
0004	Frodo	Baggins	Demo Program 1	01/01/2021	Active
			Demo Program 1	12/20/1961	Active
			Demo Program 1	08/09/1980	Active
			Demo Program 1	05/06/1996	Complete
			Demo Program 1	08/08/1980	Active
			Demo Program 1	08/09/1980	Active
			Demo Program 1	09/08/1980	Active
			Demo Program 1	08/08/1980	Active
11223344	Test	Patient	Demo Program 1	01/11/1991	Complete
1231	Natasha	Romanov	Demo Program 1	01/01/1998	Active
123123777	test	test	Demo Program 1	01/01/2023	Active
12321	Bobby	Boop	Demo Program 1	01/01/1998	Active
1234	test	patient	Demo Program 1	08/02/1992	Active
12345	Pue	Beckett	Demo Program 1	10/02/2020	Active

Hospital Reports

- Operations Reports
- Operations Reports (Non-Episode Based)
- Ethical & Legal Aspects of Care Reports
- Physical Aspects of Care Reports
- Psychosocial and Spiritual Aspects of Care Reports
- Clinical Summary

Community Reports

- Operations Reports
- Operations Reports (Non-Episode Based)
- Ethical & Legal Aspects of Care Reports
- Physical Aspects of Care Reports
- Psychosocial and Spiritual Aspects of Care Reports
- Clinical Summary

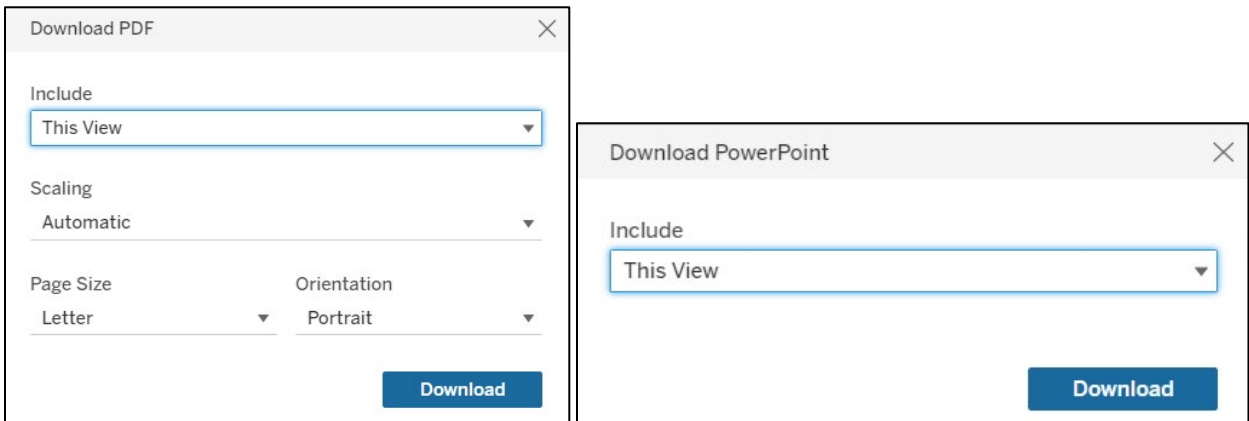
3. Scroll to the bottom of the report, and click on the icon that looks like a rectangle and down arrow.



4. Select the format you would like to download from the options that appear.



5. If 'Image' is selected, the file will automatically download to your computer. If PDF or PowerPoint are selected, a window will open in the middle of the screen allowing you to customize which measures to download, if needed. Once ready, click the 'Download' button to download your file.



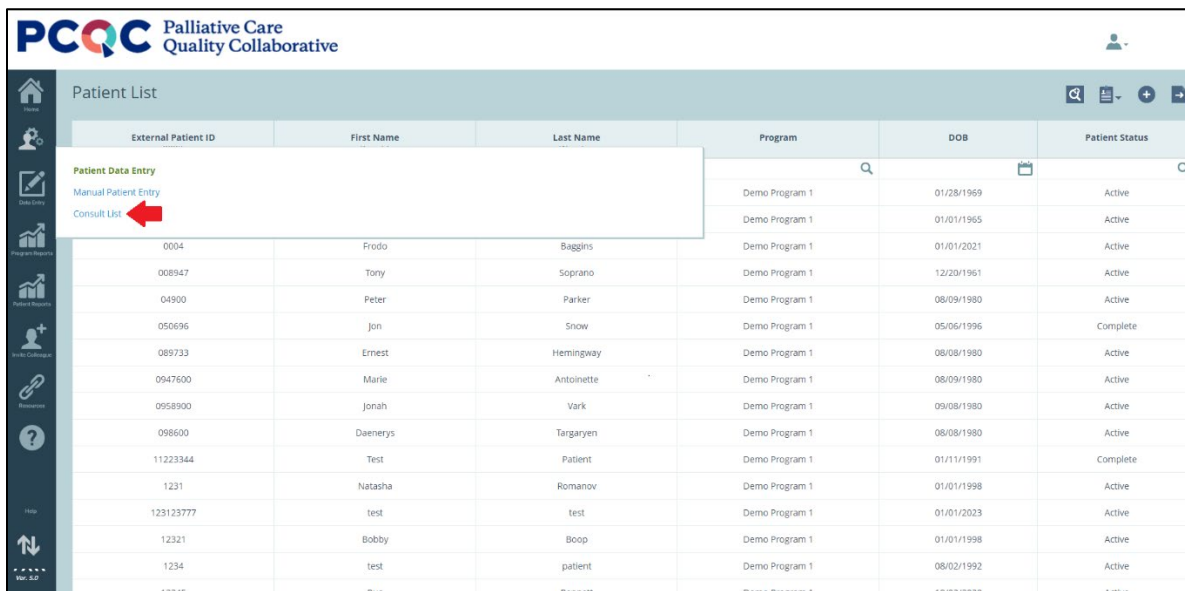
6. Repeat this process for each report you would like to download.

Downloading Patient Data Export

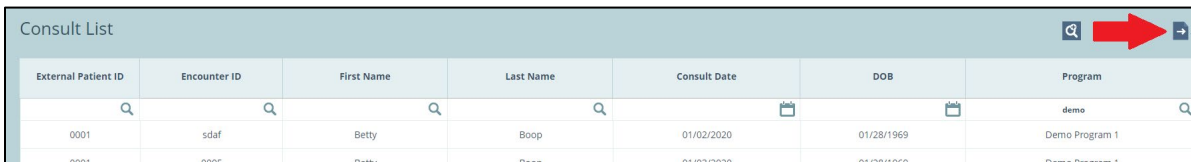
1. Log into the PCQC Registry and click on the 'Data Entry' button on the left-side menu.



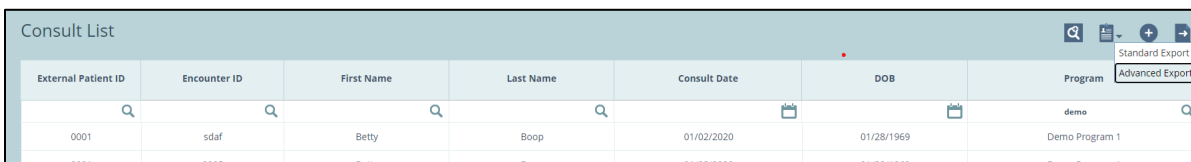
2. Select 'Consult List' from the options that appear.



- On the Consult List page, click the icon at the top right that looks like a piece of paper with a right arrow inside it.



- On the dropdown menu, select 'Advanced Export'



- A box will open in the middle of the page. Click on 'All' in the top left corner, then 'Export' on the bottom right corner. This will download an Excel file of data collected by your program.

