HCAHPS Warehouse Provider Survey Status Summary Report

Reports (logged in as a user)

<u>HCAHPS Warehouse Provider Survey Status Summary Report</u> – gives a summary of HCAHPS Warehouse Submission Status per discharge month. (Number of admin and survey data accepted). Here are the steps to run that report:

1. Look for "My Reports" and from the drop-down menu select "Run Reports"
2. Select "Run Reports" from the "I'd Like To…." list
3. Select "IQR" from the "Report Program" drop-down menu
4. Select "HCAHPS – Feedback Reports" from the list in the "Report Category" drop-down menu
5. Select "View Reports" to display a list of report names
6. Select "HCAHPS Warehouse Provider Survey Status Summary Report" under "Report Name"
7. Select the discharge start date and the discharge end date for the quarter needed
8. Select "Run Reports" at the bottom of the screen