

# Facility Reports

Newborn Admissions List

Unresolved Records

Uncertified Records by Certifier

Certified by Certifier

Operator Productivity Report

# Facility Reports

Within TER, reports may be generated that reflect the birth information that has been entered at the facility. Reports are built into the system. For example, reports may be run to view a list of Unresolved and Pending Birth Records or to view a listing of Summary Birth Statistics. Many other reports are available within the system and are described below.

## Newborn Admissions List

### Security

This process generates the printed 'Newborn Admissions List' and is a distinct Security Process. To print this listing, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

### Report Criteria

The content of this report reflects the data contained in the original version of the birth record at the time the report is executed.

If one or more legal or statistical corrections have been made to the record that impact any of the data contained on the report, the report will reflect those corrections (authorizations or amendments).

If, however, a birth certificate has been subsequently amended, the data shown in the listing will not reflect the new version. It will continue to represent the original version of the record. Thus, the facility will see the version of the record that is consistent with the information that had been collected and reported by the facility plus any corrections to that information. Any new version of the record that may be produced by virtue of a paternity or adoption.

### On Demand Filter Criteria

TER filters the report by having the user specify a date range that reflects the Child's Date of Birth.

### Report Record Identifiers

Electronic Registrar will identify the records contained in the report by listing the following information:

- Mothers Medial Record No.
- Mothers First Name
- Mother's Maiden Name
- Child's First Name
- Child's Last Name
- Date of Child's Birth

- Time of Child's Birth
- Child's Sex
- Plurality
- Birth Order of this Child
- Attendant's Name

## How to Generate a 'Newborn Admissions List'

This process will generate the printed 'Newborn Admissions List'. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

1. From the **Main Menu**, under **Processing**, click **Birth**.
2. Under **Reports**, select **Newborn Admissions List**. The Newborn Admissions Report Criteria window will open.
3. Enter the range dates for the report and click **OK**.
4. To print, click the print icon, .
5. In the **Print** window, click **OK**.
6. Close out the **Summary Newborn Admissions Report** window by clicking the **[X]** in the upper right corner.

**TEXAS** *Electronic*  
**REGISTRAR**

## Newborn Admissions List

Lists all records entered into Registration based on a date range.

03/17/2004  
Total Records : 1

**Newborn Admission List**

INHOUSE TEXAS DEPARTMENT OF HEALTH

Childs Date of Birth From: 01/01/2004 - 03/17/2004

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Mother's Record No.	Mother's Name Child's Name	Date of Birth Sex	Time of Birth Plurality	Attendant's Name Birth Order
35674	JONES, KELLY JOHNSON, LAUREN	02/29/2004 FEMALE	02:12 AM SINGLE	JERRCO WHITE SINGLE

# Unresolved Records

## Security

This process will generate the printed 'Unresolved Records List' and is a distinct Security Process. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

## Report Criteria

This report will reflect the contents of the Unresolved Work Queue found on the Registration Screen at the facility level. The report identifies the birth record using the child's name and date of birth. A reason why the record is pending is identified on the report. A record will be considered unresolved for one or more of the following reasons:

- The legal items have not been released to the State.
- The statistical items have not been released to the State
- The 'date AOP sent' field is incomplete.
- For a facility that is designated as 'Participating in TER', the associated certifier has not yet certified the record.

## Report Record Identifiers

TER identifies the records in the report by listing the following information:

- Child's Date of Birth
- Mother's Medical Record Number
- Mother's Maiden Surname
- Mother's First Name
- Birth Order

## How to Generate an 'Unresolved Records Report'

This process generates the printed 'Unresolved Records Report'. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

1. From the *Main Menu*, under *Processing*, click *Birth*.
2. Under *Reports*, select *Unresolved Records Report*.
3. Press the *Start* button.
4. To print, click the print icon, .
5. Close out of the *Unresolved Records Report* window by clicking the [X] in the upper right corner.

# Unresolved Records List

Lists all records in the Unresolved Work Queue and the reason the record is considered Unresolved

03/17/2004  
Total Records : 3

## Unresolved Records Report

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BSA PANHANDLE SURGERY

Child's DOB	Mother's Medical Record No.	Mother's Maiden Name	Mother's First Name	Birth Order	Not Certified	Not Legally Released	Paternity Not Sent	Not Stat Released
03/10/2004	80980			SINGLE	X	X	X	X
03/12/2004	6464			SINGLE	X	X	X	X
03/17/2004	809880			SINGLE	X	X	X	X
<b>Totals :</b>					3	3	3	3

# Uncertified Records by Certifier

## Security

This process generates the printed 'Uncertified Records by Certifier Report' and is a distinct Security Process. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

## Report Criteria

The 'Uncertified Records by Certifier Report' provides a listing of all birth records that exist at the facility level that have not yet been electronically certified.

## On Demand Filter Criteria

TER allows the user to filter the report by selecting the following criteria from a drop-down list:

- Specific Certifier
- All Certifiers

If 'All Certifiers' is selected, TER generates a listing for all certifiers with a page break between each certifier.

## Report Record Identifiers

TER identifies the records contained in the report by listing the following information:

- Mother's Name
- Childs Name
- Child Date of Birth
- Plurality
- Birth Order

## How to Generate an 'Uncertified Records by Certifier Report'

This process generates the printed 'Uncertified by Certifier Report'. To print this listing, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

1. From the *Main Menu*, under *Processing*, click *Birth*.
2. Under *Reports*, select *Uncertified Records by Certifier Report*.
3. In the Report Criteria window, select the certifier(s) whom the report is to profile, and then enter a date range.
4. Press the *OK* Button
5. To print click the print icon, .

6. Close out of the *Uncertified by Certifier Report* window by clicking the [X] in the upper right corner.

**TEXAS** *Electronic*  
**REGISTRAR**

## Uncertified Record by Certifier

Lists all records that require electronic certification

03/17/2004 Page : 1 of 1  
Total Records : 3

### Uncertified Records by Certifier Report

BSA PANHANDLE SURGERY

Attendant's Name: TARA QUIGLEY

<u>Mother's Medical Record No.</u>	<u>Mother's Name</u>	<u>Child's Date of Birth</u>	<u>Plurality</u>	<u>Birth Order</u>
80980	SUSAN SMALL I	03/10/2004	SINGLE	SINGLE
6464	JILL KNOLL	03/12/2004	SINGLE	SINGLE
809880	JOAN QUIGLEY	03/17/2004	SINGLE	SINGLE

# Certified by Certifier

## Security

This process generates the printed 'Certified Records by Certifier Report' and is a distinct Security Process. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

## Report Criteria

The 'Certified Records by Certifier Report' provides a listing of all birth records that exist in the system that have been certified for a specified date range.

## On Demand Filter Criteria

TER allows the user to filter the report by selecting the following criteria from a drop-down list:

- Specific Certifier
- All Certifiers

If 'All Certifiers' is selected, TER generates a report for all certifiers with a page break between each certifier.

## Report Record Identifiers

TER identifies the records contained in the report by listing the following information:

- Mother's Name
- Childs Name
- Child Date of Birth
- Plurality
- Birth Order

## How to Generate a Certified by Certifier Report

This process generates the printed 'Certified by Certifier Report'. To print this listing, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

1. From the *Main Menu*, under *Processing*, click *Birth*.
2. Under *Reports*, select *Certified by Certifier Report*.
3. In the Report Criteria window, select the certifier(s) whom the report is to profile, and then enter a date range.
4. Press the *OK* Button
5. To print, click the print icon, .
6. Close out of the *Certified by Certifier Report* window by clicking the [X] in the upper right corner.

# Certified by Certifier

Lists all records that have been electronically certified.

03/17/2004  
Total Records : 2

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## Certified Record Report

BSA, PANHANDLE SURGERY

Child's Date of Birth From: ##/##/#### - ##/##/####

Attendant's Name: TARA QUIGLEY

<u>Mother's Medical Record No.</u>	<u>Mother's Name</u> <u>Child's Name</u>	<u>Child's Date of Birth</u>	<u>Plurality</u>	<u>Birth Order</u>
80980	SUSAN SMALL I BILL W SMALL	03/10/2004	SINGLE	SINGLE
6464	JILL K KNCL AMY N KNCL	03/12/2004	SINGLE	SINGLE

# Operator Productivity Report

## Security

This process generates the printed ‘Operator Productivity Report’ and is a distinct Security Process. To print this report, make sure that the form is configured to a printer by accessing the Printer Setup Utility.

## Report Criteria

The ‘Operator Productivity Report’ displays statistical information regarding birth records entered by a birth clerk for a specified date range. This report is based on the operator who is the first to access the record in **Registration**. The ‘Operator Productivity Report’ will list the following information:

- *Operator ID code*- this identifies the operator;
- *Number of records*- this displays the number of records an operator has added;
- *Percent of total records*- this is the percent of the total records from that facility that the specific operator has entered;
- *Percent complete*- this is the percent of records that the specific operator entered that are complete and have been released to the State;
- *Percent incomplete*- this is the percent of records that the specific operator has entered that are not complete;
- *Percent not certified* (if applicable)- this is the percent of records that the specific operator entered that have not been certified;
- *Average days from entry to legal release*- this is the number of days from the inception of the record, by the specific operator, until it was legally released;
- *Average days from entry to statistical release*- this is the number of days from the inception of the record, by the specific operator, until it was statistically released; and
- *Average days from entry to certification*- this is the number of days from the inception of the record, by the specific operator, until certification has taken place.

## On Demand Filter Criteria

TER filters the report by having the user specify a date range that reflects the Child’s Date of Birth.

## How to Generate an ‘Operator Productivity Report’

1. From the **Main Menu**, under **Processing**, click **Birth**.
2. Under **Reports**, select **Operator Productivity Report**.
3. Enter the range dates for the report and click **OK**.
4. To print, click the print icon, .
5. In the **Print** window, click **OK**.

# Operator Productivity Report

03/17/2004  
Total Records : 2

## Operator Productivity Report

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BSA PANHANDLE SURGERY

Registration Dates From : 03/01/2004 - 03/17/2004

Operator ID	Number of Records	Percent of Total Recs	Percent Complete	Percent Incomplete	Percent Not Certified	Avg Days From Entry to Legal Rel.	Avg Days From Entry to Stat. Rel.	Avg. Days From Entry to Certification
TOMY	31	100.0%	58.1%	41.9%	35.5%	1.8		1.4
All	31	100.0%	58.1%	41.9%	35.5%	1.8		1.4