

## RUNNING PATIENT SUMMARY REPORTS FOR YOUR SURVEY FROM TRAUMA ONE

### Steps to print patient summaries for all requested records:

1. From your Trauma One main screen, click on your *Reports Module*.
2. Go to **“File”** and **“Open Report”**
3. In the next screen at **“Report Type”**, choose **“Painted Report”**.
4. Highlight the report named **PT SUMMARY-SHORT**. You can either double-click or click on the **“OPEN”** button.
5. At the next screen, all that is necessary is to attach a **‘Population’**, which is right below the **‘Output Type’**. A population will be created for you, and is named with the first 4 letters of your hospital’s name (eliminate your hospital’s system name, i.e. Samaritan)
6. Next, click on the **“Run”** icon, or select *Actions > Run*. *Be patient, this may take a few minutes.*
7. Your summaries will appear on the screen. Click on **“Print”**, and you’re good to go.

If you have any questions or need help running these reports, please call any one of the Trauma Program staff and we will assist you.

Susan Harding                      (971) 673-0527                      [susan.m.harding@state.or.us](mailto:susan.m.harding@state.or.us)

Michelle Haun-Hood                (971) 673-0529                      [michelle.haun-hood@state.or.us](mailto:michelle.haun-hood@state.or.us)

Donald Au                            (971) 673-0521                      [donald.k.au@state.or.us](mailto:donald.k.au@state.or.us)

Susan Werner                        (971) 673-0534                      [susan.m.werner@state.or.us](mailto:susan.m.werner@state.or.us)