

THE VERY FIRST STEPS IN REPORTING IN TRAUMA ONE

1. What do I need to get out of Trauma One (a number/percent, or a listing)?

- a. If a number or percent – it would be a single-variable or two-variable report
- b. If a listing – then it is a multi-variable report.

2. Do I need to report on a sub-group of patients (Population) or will a date range suffice?

- a. If a Population is needed – has it been created?
 - i. If not – identify the pieces of information (e.g. variables) that will be used to build the population and create it.
 - ii. If yes – go to reports.
- b. If a Population is not needed – go to reports.

3. Create or open the appropriate report and run it.

1. Apply a necessary population to the report before running it.
2. Date ranges are applied at time of running a report.
3. At time of running a report, you can view it on the screen, print it, or save it to a file.