Practice Analysis Reports

Reports Menu Option		Report Name	Results	Settings	Hints
Monthly Reports	☑	Practice Analysis **All the Reports** on the Right Hand Side	Practice Analysis Statistics Notice the count of New Patients and Patient Visits on the bottom of the Yearly Analysis report.	Run for doctor 00 and then for each separate doctor.	Make sure you use the options button for the Yearly Analysis and set it to list all patient regardless of insurance.
	☑	Referral Analysis	Track all inward referrals. Where do your patients come from?		Try all the reports and see which ones you like.
Patients by Criteria	☑	New Patient Tracking	Detailed list of new patients, over any date range.	Typically set the First Visit Date range for the last month.	
Management Reports	☑	Deleted Patients Listing	Shows patients that were deleted.		A few deleted patients are normal. Be sure and know why the patients were deleted.
	☑	Deleted and Hidden Transactions	Lists ledger items that were either hidden or completely deleted.	Should leave UserID Blank for entire office, then can fill in to zero in on specific user.	Some hidden and deleted transactions are normal, not too many.
	☑	Overdue Recall last 24 Months	Lists patients that missed their recalls exams, grouping them together by month, the most recent month first, ect.		Can be an extremely useful tool for Recall staff to review.

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Reports Menu

Option	Report Name	Results	Settings	Hints
Management Graphs	☑ Yearly Graphs	Shows individual graphs for an entire year of productions, payments, patient visits, etc.		Should run for current year, even monthly and compare to previous year.
Recall Patient Report	☑ Recall Report	Can run to see what patients should have come in for recall but didn't. Also, what patients should be coming in the future.	Run both for past date ranges and future date ranges.	

Remember: There are many reports, these are the ones we recommend you print, evaluate and keep in a notebook.