

# Patient Time Log Report

The **Patient Time Log** report displays a Patient's logged time during a selected time period. *You must have the Reports Administrator role to run and view this report.*

The *Reports Administrator* can generate and print a **Patient Time Log** report for a single patient or all patients. The report can be filtered by time period and by the Patient Time Type (All, Clinical, or Non-Clinical).

If the optional CCM feature is enabled, the report may also be generated for All CCM Patients, All CCM Patients with over 20 minutes of time, All CCM Patients with over 60 minutes of time, and All Non-CCM Patients.

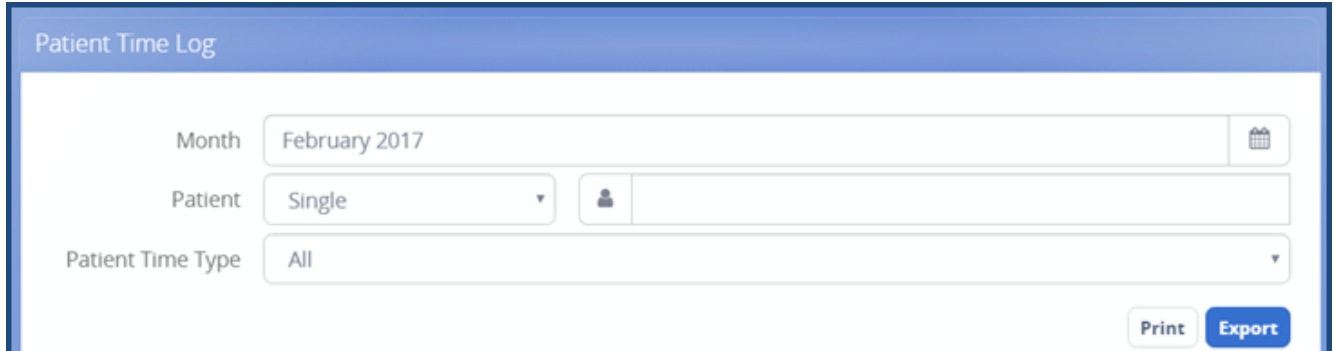


**Note:** If a Care Team member does not have the *Show Time in Time Logs* box checked on the **Care Team** page, they will be excluded from the time log report for all Patients.

To create a patient time log report:

1. On the **Reports** page, click **Patient Time Log**.

The **Patient Time Log** page appears.



2. In the **Month** list, type the month or use the calendar.
3. In the **Patient** list, click the patient type for the search.
  - Single – One individual patient.
  - All (CCM) – All chronic care management patients.
  - All (CCM – Over 20 min) – All chronic care management patients with a time log record over 20 minutes.
  - All (CCM – Over 60 min) – All chronic care management patients with a time log record over 60 minutes. You can add additional time in increments of 30.

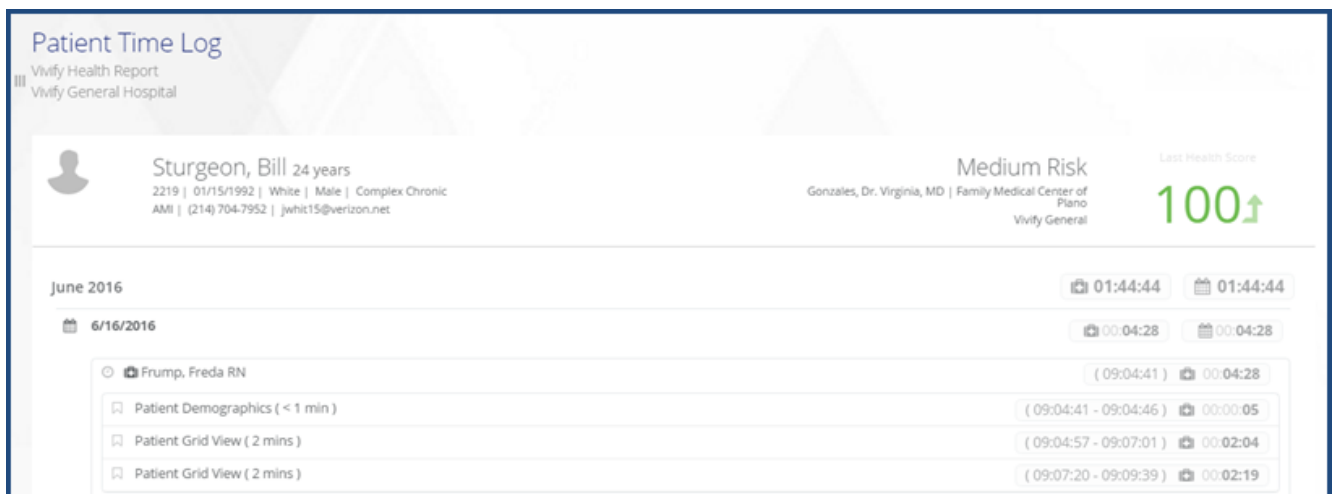
- All (Non-CCM) – All patients that are not designated as chronic care management.
- All – Every patient.

You can easily see if a patient is CCM by looking at the color of the time log on a patient's header. If the color of the time log is blue, then that patient is designated as a CCM patient.

4. In the **Patient Time Type** list, click All, Clinical, or Non-Clinical.

- All – The report will contain patients with both clinical and non-clinical time tracking logs. Clinical time is the number on the left. Total time is the number on the right.
- Clinical – The report contains clinical time that was spent on the patient. The Clinical time recording option is designated on a Care Team member's profile.
- Non-Clinical – The report contains non-clinical time (total time) that was spent on the patient.

The Patient Time Log report appears. The following example includes both clinical and non-clinical time types.



5. To open the report in a PDF document, click **Print**.



**Note:** When exporting a report for *one* Patient, the output is different than when exporting for *multiple* Patients, which displays a summary.