EMR Education

Discern Reporting Portal Guide

Cerner Discern Reporting Portal Guide

The Discern Reporting Portal is used to run reports.

The Reporting Portal can be accessed using multiple methods:

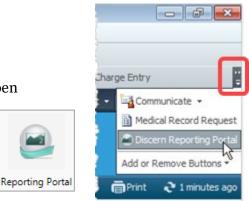
- Click the menu dropdown on your Powerchart/FirstNet toolbar to open the Discern Reporting Portal.
- If you work from the Appbar, go to First-Time Setup: Adding • the Iconto Your Appbar.
- The icon is also available on the Cerner Launch page.

View options

1. In the Reporting Portal, reports are sorted by **Categories**. Click to select a category and see the associated reports.

Reporting Portal		Applications - Welcome: Hazel, Robin Settings Help About			
=	All Reports (632) My Favor	ites (0)		(
ilters	Report Name 🔺	Categories	Source	Favorite	
Source Categories	"Previous" Census by location	Explorer Menu (Main Me	Public	4	
All AAEDC (1/1) Audit / Compliance (20/20)	01 Rev Summary by BE	Explorer Menu (Main Me	Public	\$	
Census/ADT Reports (43/43) Diet Reports (2/2) Emergency Department (14/14	02 Rev Summary by Charge Type	Explorer Menu (Main Me	Public	☆	
Explorer Menu (Main Menu) (6 General Pediatrics (11/11)	03 Rev Summary by Charge Type by	Explorer Menu (Main Me	Public	☆	
HIM Reports (75/75) Kids Support (86/86) Medications (1/1)	04 Rev Summary by Encounter Type	Explorer Menu (Main Me	Public	☆	
Miscellaneous (52/52)	05 Rev Summary by Enctr Type by B	E Explorer Menu (Main Me	Public	☆	
Orders/Tasks (5/5) Patient Care Charge Level (1/1 Patient List (1/1)	06 Rev Summary by Encntr Type Cla	ss Explorer Menu (Main Me	Public	☆	
Person Management Reports (Pharmacy Reports (28/28)	07 Rev Sum by Encntr Type Class by.	Explorer Menu (Main Me	Public	☆	
Recent Reports	08 Rev Sum by Financial Class	Explorer Menu (Main Me	Public	☆	

1 Informatics Education Reviewed November 2021 Questions or need assistance? Call Children's IT Service Desk 24/7 952-992-5000 (4-5000 internal) Copyright © 2021 Children's Minnesota. All rights reserved. Some content is based on the intellectual property of Cerner Corporation and used with permission. All other trade names and registered trademarks are the property of their respective owners. This content is designed for general use with most patients; each clinician should use his or her own independent judgment to meet the needs of each individual patient. This content is not a substitute for professional medical advice, diagnosis, or treatment.







Discern Reporting Portal Guide

2. Alternatively, type the name of a report in the Search field.

Note: If no reports are found, click All to ensure that categories are not selected.

	Reporti	ng Portal	_ D X
Reporting Portal		Applications - Welcome: I	Dilley, Michelle Settings Help About
Reporting Portal			Click the star to add a eport to your Favorites
E Filters ✓ Source ☑ All	All Reports (1) My Fav Report Name A CSA Worksheet	rorites (0) = Categories Explorer Menu (Main M	Source Favorite
 Public (1/656) Categories All AAEDC (0/1) Audit / Compliance (0/20) Census/ADT Reports (0/46) Clinic Reports (0/2) 	Description: Suggested Report User: Suggested Report Frequency: Support Reference	Reporting Application: CCL Alternate name: KIDS_CSA_WORKSHEET: DBA	4 Run Run in Background View Previous Run

- 3. Click the **Report Name** row to see additional information and run the report.
- 4. Click **Run Report** or **View Previous Run**.

Note: If you don't have privileges to run the report, call Children's IT Service Desk and request the report.

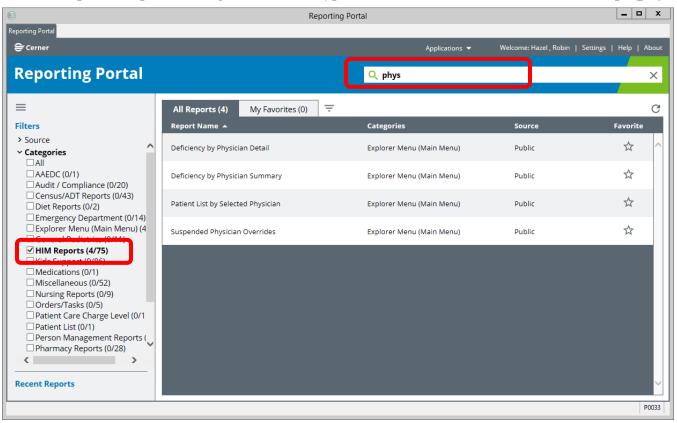
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8	User does not have privileges to run report.	
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Discern Reporting Portal Guide

Using Search

1. With **All** reports **or** specific Categories selected, type text into the Search textbox; in this example **phys**:



The portal displays the reports with titles that include the text string that you typed, filtered by the Categories selected.

Note: *If no titles are found,* Categories may be selected, but you meant to search **All** titles. Click **All** at the top of the Category list.



Discern Reporting Portal Guide

First-Time Setup: Adding the Icon to Your Appbar

Note: The icon is also available on your PowerChart toolbar.

- 1. Open the Appbar from the Cerner launch page.
- 2. On the appbar, *right*-click the Appbar icon and select **Customize**...

А	
	Suspend
	Change User
	Change Password
	Applications
	Customize
	Auto Hide
\checkmark	Always On Top
	Float
	Large Buttons
	Help
	About Cerner AppBar
	Exit

3 Click the **Buttons** tab, then select **Discern Reporting Portal** from the list. Click **OK**.

Customize Cerner AppBar			X
Options Buttons			
Show these apps as buttons:			
Application	Product]	
[7] [3] 801800			
CDI Configuration Tool			
DI CDI Cover Page Generator			
Cerner Batch Indexing Application			
🔲 🛄 Content Manager			
🔲 🔝 Department Order Entry		Move	Insert space
🔲 🔝 Discern Launch		MOVE	Delete space
🗹 🥯 Discern Reporting Portal			Delete space
🗌 🗌 🔂 Discern Visual Developer			
🔲 🔝 Discern Visual Explorer (ODBC s			
🔲 🛄 DiscernAnalyticsAdministrator			
🔲 🔝 Invoice Matching			
MMFMultiMediaManager			
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