



**Theater Medical Information
Program—Joint
AFCENT Medical Operations
Support**

**User Guide
TMIP Reporting**

Version 2.3

June, 2020

RECORD OF CHANGE

This record is maintained throughout the life of this document; each published update is recorded on this form. A Change Package (re-issue of changed pages only) shall contain a “change-bar” in the page margin to identify the portions which are difference from previous versions. If the scope of change is significant then a Basic shall be re-published (re-issue of the entire document) and “change-bars” will not be included.

Date	Version	Section	Description of Change
August 18, 2016	V1.0	All	Initial creation of document.
June 01, 2018	V1.1	All	General revision to all sections to include contact information.
August 26, 2019	V2.0	All	Updated document formatting and general revision to all sections of the document.
October 30, 2019	V2.1	11	Updates to reflect changes in Commonly Used Reports.
December 18, 2019	V2.2	All	Administrative
June 23, 2020	V2.3	All	Administrative

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1. Introduction

The *AFCENT TMIP Reporting Guide* is intended to serve deployed clinicians and medical administrative staff as an introduction to the TMIP Reporting tool offered in the TMIP-J suite of applications. This guide is not intended to be a comprehensive user's manual but rather an aid in understanding the basic functions of TMIP Reporting, utilization of the tool, how to obtain access to the program and who to contact for support. This guide also provides a summary of commonly used queries, standards and best practices for users to know regarding TMIP Reporting utilization.

2. Contacting Support

AFMOST Theater Medical Information Program Help Desk Email.....tmip@medxs.af.mil
24/7 Field Assistance Service DSN.....312-596-5771, option 1, 1, 3
24/7 Field Assistance Service COMM.....334-416-5771, option 1, 1, 3

3. Background

TMIP Reporting is a desktop application that provides local reporting capability utilizing data from the AHLTA-Theater database. TMIP Reporting application utilizes Business Objects Business Intelligence (BOBI), a Commercial-off-the-Shelf (COTS) product, as a separate, non-integrated, business intelligence tool used to build and run queries to capture health surveillance data from the information inputted into the local AHLTA-Theater database. Canned (standard) or custom built queries can be utilized in order to generate reports for medical surveillance, DNBI, data analysis and data quality control. AFCENT Commanders can utilize the reporting and analysis capabilities facilitated by the use of TMIP Reporting to make informed patient care, staffing and logistical decisions. The TMIP Reporting application will require login credentials separate to a user's existing AHLTA-Theater login credentials. TMIP Reporting queries can be viewed, printed or saved into multiple file formats depending on the assigned user's privileges.

4. TMIP Reporting

4.1. Standard (canned Reports)

Standard Reports are predefined reports already populated in the TMIP Reporting application. The reports populate with data from the local AHLTA-T database. Users directly run/update, view, and/or print these reports but cannot edit them directly from the repository. Limiting access ensures that the repository and TMIP Reporting Universe remain intact. Standard reports and predefined templates can only be edited by copying to local system folders. Users are able to save copies of standard reports to their local UserDocs folder for editing.

4.2. Ad Hoc Reports

Ad hoc reports are generated by creating a query of desired data elements from the TMIP Reporting Universe for use in a user defined template. The data elements available in the TMIP Reporting Universe correlate to fields for user entry, both free text and predefined, in the AHLTA-Theater application. Using TMIP Reporting, the user can customize and format a report's data display within the TMIP Reporting application or by using Microsoft Office applications (ex. Microsoft Excel). Users at each site can create custom ad hoc reports to meet the needs of the deployed location's mission.

4.3. Account Access

Local system administrators grant users access to the TMIP Reporting application. Contact your local system administrator to obtain a username, password and the system location (AHLTA-Theater Server name) for the TMIP Reporting Universe.

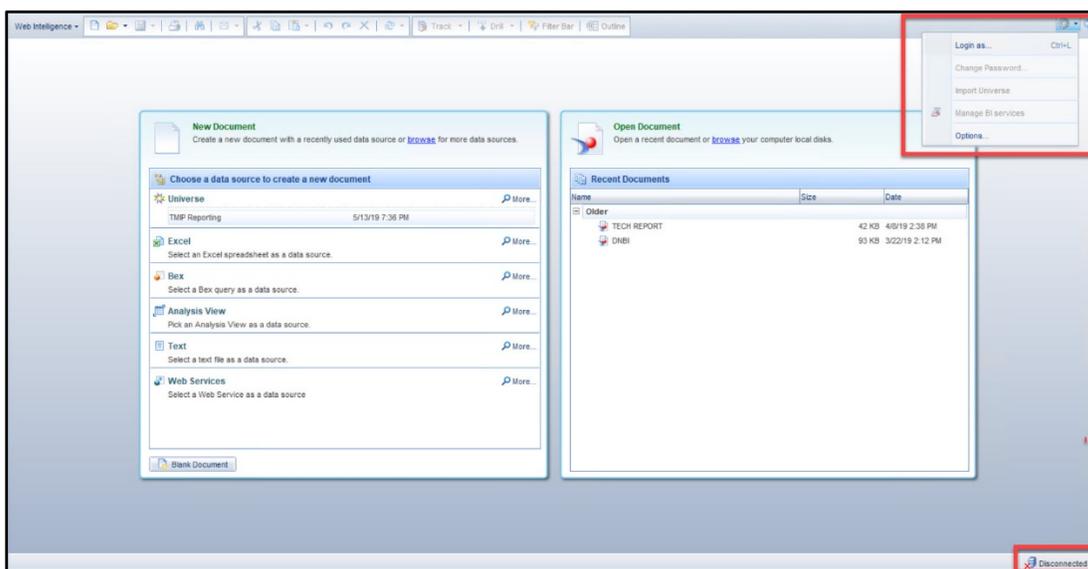
5. Logging into TMIP Reporting

1. Search for the application using the Windows search or double click the application shortcut located on the desktop. When searching using Windows, the application will be called 'Web Intelligence Rich Client'.
2. After reading the HIPAA Warning, at the “**Do you wish to continue?**” prompt click **Yes**. The application will begin to launch.



The application can take several minutes to open. Only launch the application one time and wait until the application opens.

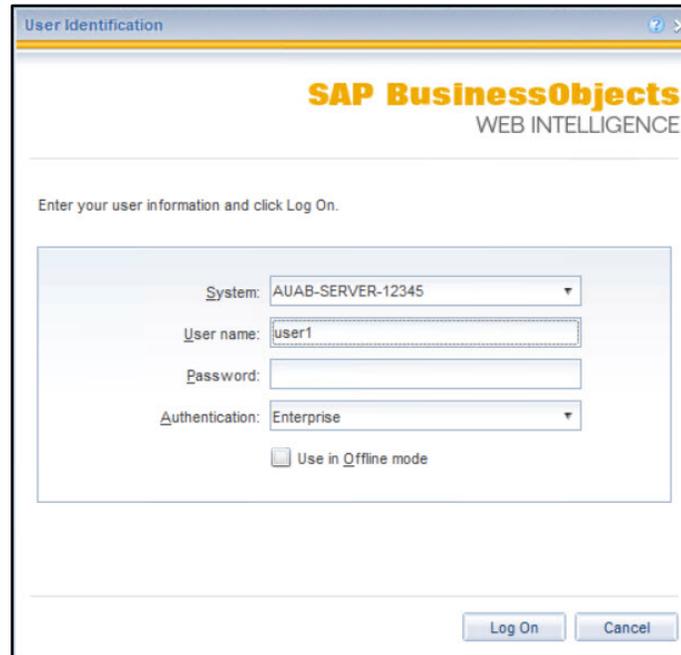
3. The TMIP Reporting application homepage will open. The homepage will display the data source options to open a new document and also display the options to open a recently accessed document from the TMIP Reporting Universe. The window will open as being currently “**Disconnected**”.
4. To connect to the TMIP Universe, click on the “gear” icon and select “**Login as...**”.



- Click into the **System:** field and free text the computer name (obtained from your local system administrator) for the location of the AHLTA-Theater database.

If you are accessing TMIP Reporting from the AHLTA-Theater Server or a standalone AHLTA-Theater system, enter localhost in the System: field.

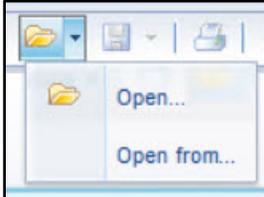
- Enter the Username and Password.
- Click **Log On** button.



- Upon successful entry of the logon credentials, the TMIP Reporting window will now indicate **“Connected”**.

6. Open a Report

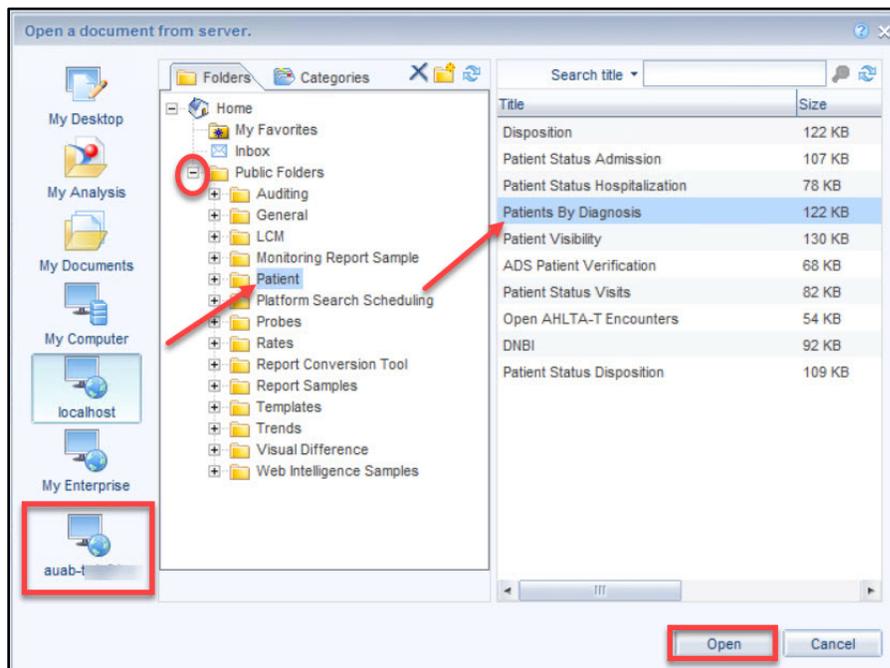
1. Click on the black arrow next to the Open Folder icon in the Toolbar.
2. Click “Open from...”



3. In the “Open a document” window, click on the System name (AHLTA-T Server name) icon.

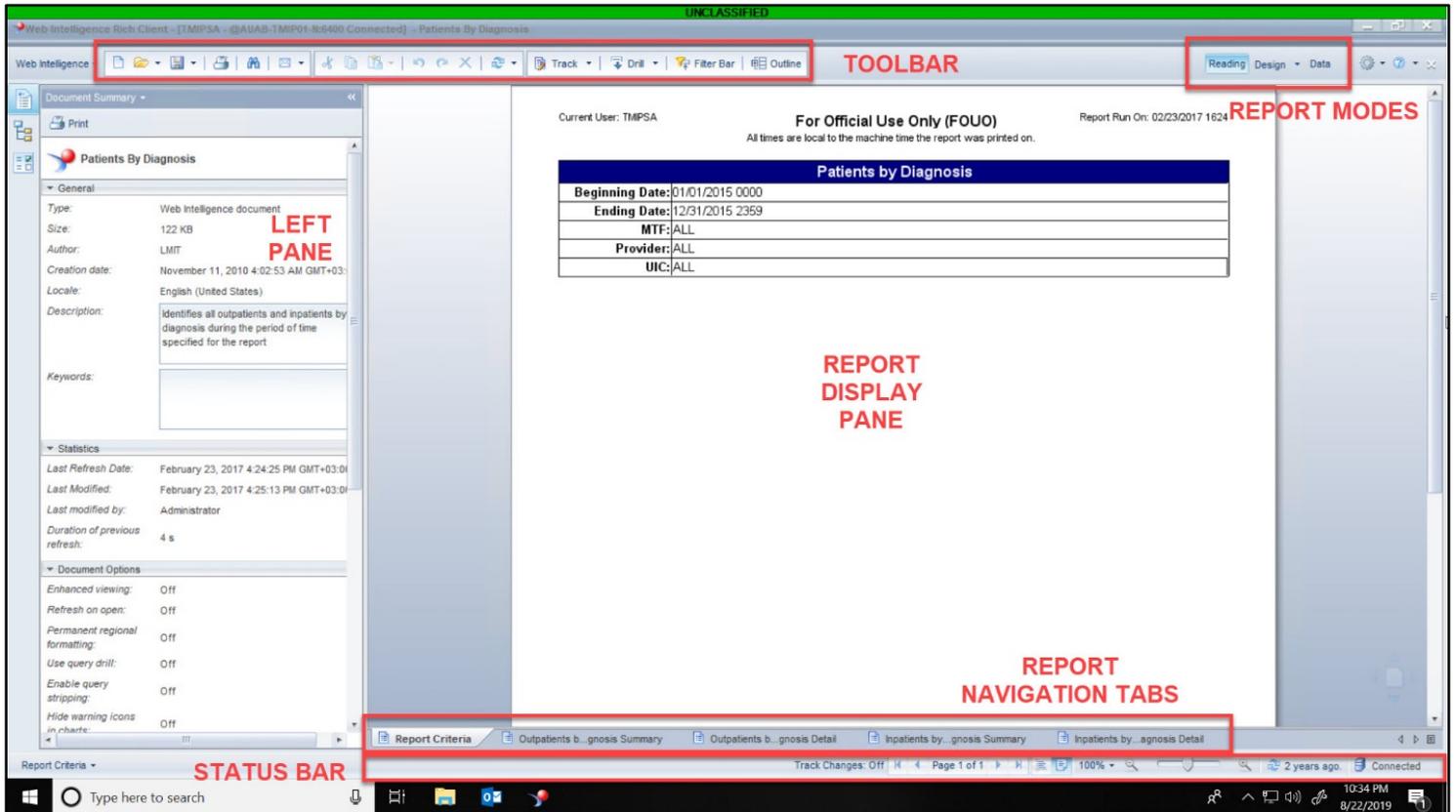
*If accessing TMIP Reporting from the AHLTA-T server or a standalone AHLTA-T, click localhost.
If opening a TMIP Reporting document from a file, click on My Computer then navigate to the file using the folder structure.*

4. Click on the plus sign to expand **Public Folders**.
5. Click on the name of the folder to view the predefined reports in that folder.
6. Click one time to select the report you wish to open.
7. Click the **Open** button.



8. The Report Window will open. Data from the last saved refresh of the selected report will automatically populate the Report Window.

9. Depending on user access privileges, reports can be viewed in:
 - a. Reading Mode- Allows users to view and filter a report.
 - b. Design Mode- Allows the user to create and customize reports.
 - c. Data Mode- Displays fields included in the Results Objects pane of the query window.



Reading Mode

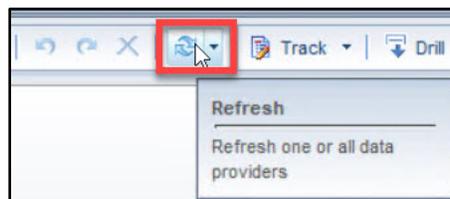


Design Mode

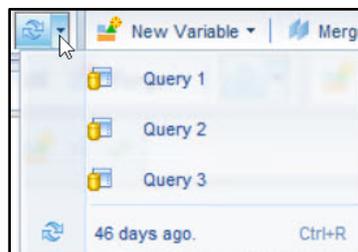
7. Refresh Report Data

The user has the ability to tailor the report output based on the predefined input parameters. Available parameters vary depending on the selected report and the predefined parameters when the report was created.

1. To refresh report data, in the toolbar in Reading mode, or from the Data Access tab in Design or Data mode, click the **Refresh** button.



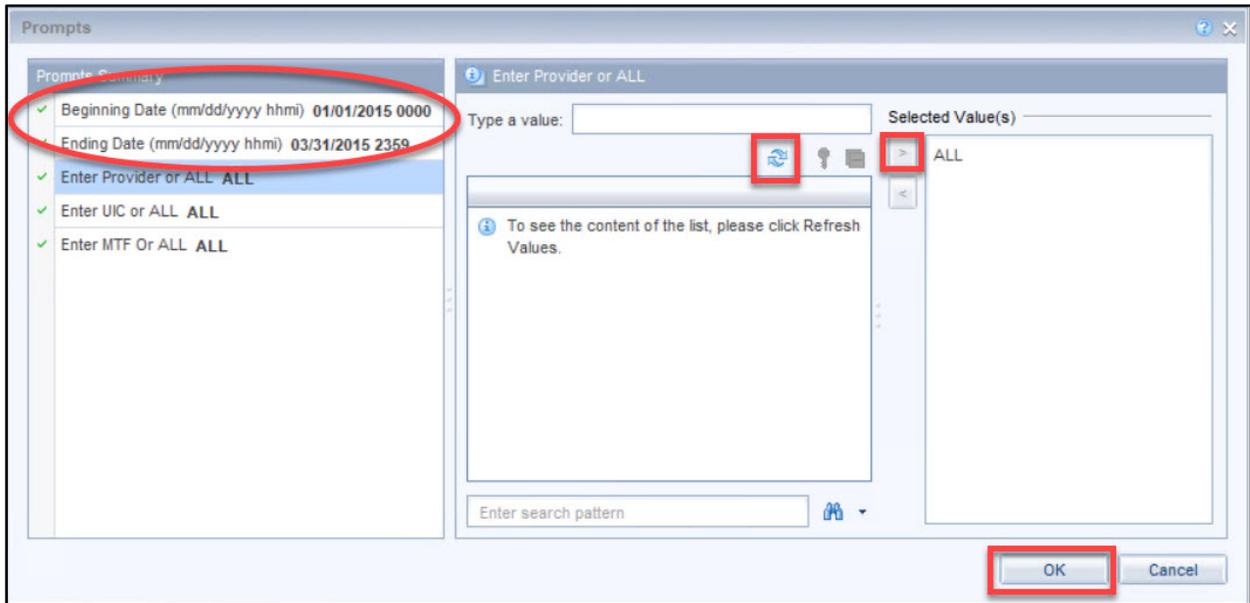
If refreshing report data for a report with multiple report tabs, the user has the option to only refresh selected tabs rather than the whole report. Click the black arrow next to the refresh button and select which report tab to refresh. The naming convention of the queries is dependent on how the query was built.



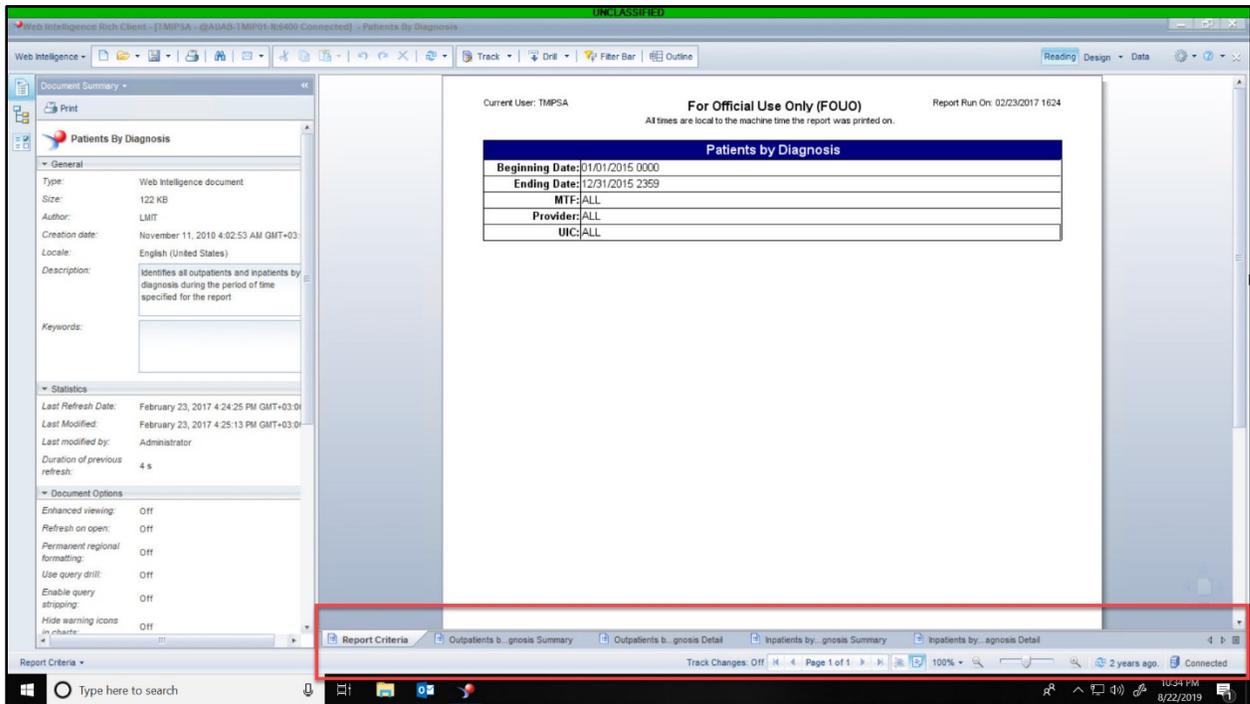
2. Select the report parameters and the date range.

Pay close attention when selecting the date range parameter. The date range may be free text or may require a selection from a calendar or list depending on which report has been selected. Many standard (canned) reports have predefined report tabs for inpatient data entry in AHLTA-Theater. This module in AHLTA-Theater is not utilized so there is no data to populate the report. The user will receive a warning of no data defined for reports where inpatient parameters are predefined.

3. Select other data parameters as necessary.
 - a. You may need to select the parameter from a list, then move the selections to the Selected Value(s) pane.
 - b. Click **Refresh** to refresh the list of values to select from.
4. Click **OK**.



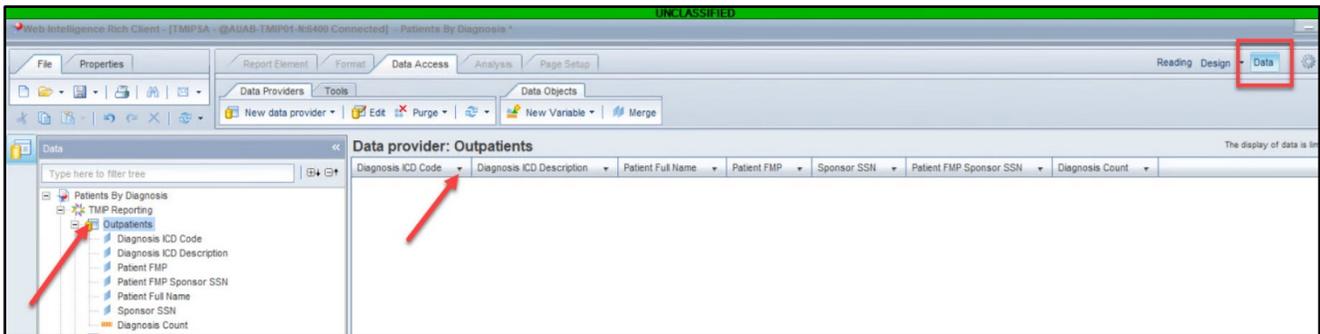
5. The report data will populate the Report Window.
6. Depending on the report selected, the report may have multiple tabs of report data as well as multiple pages of report data per tab.



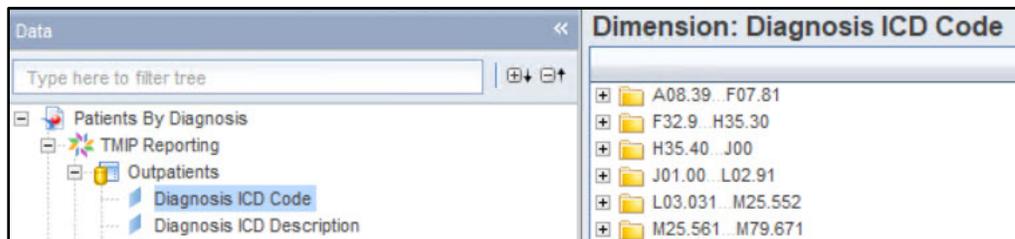
7. Users can view, filter, print, save the last refresh of the report or save the report as a new file.

8. Filter Report Data

1. Click on **Data** mode.
2. In the **Data Pane**, click on the name of the data source, or report tab, that you wish to filter.
3. Use the drop down arrows at each column heading to filter the data as needed.



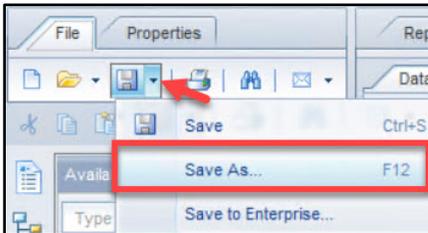
4. In the Data Pane, click on the individual data elements to view each data element in the report window individually.



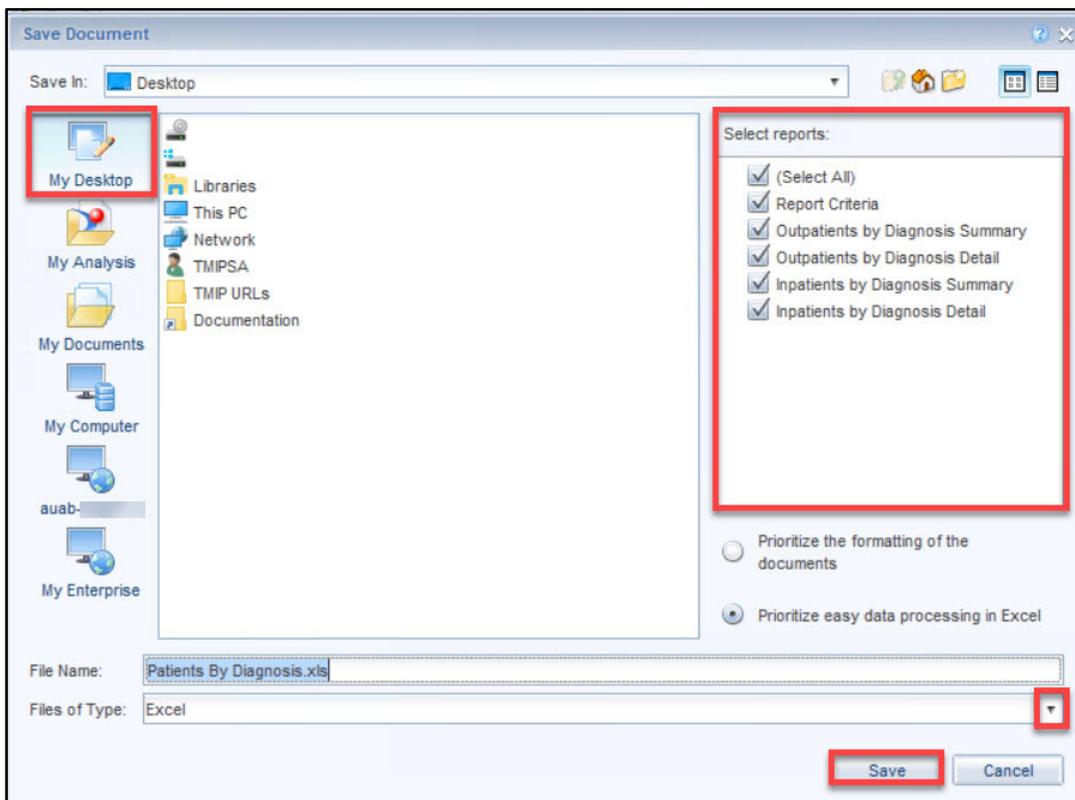
9. Save a Report

9.1. Save as a file

1. Click on the black arrow next to the **Save** icon.
2. Click on **Save As**.

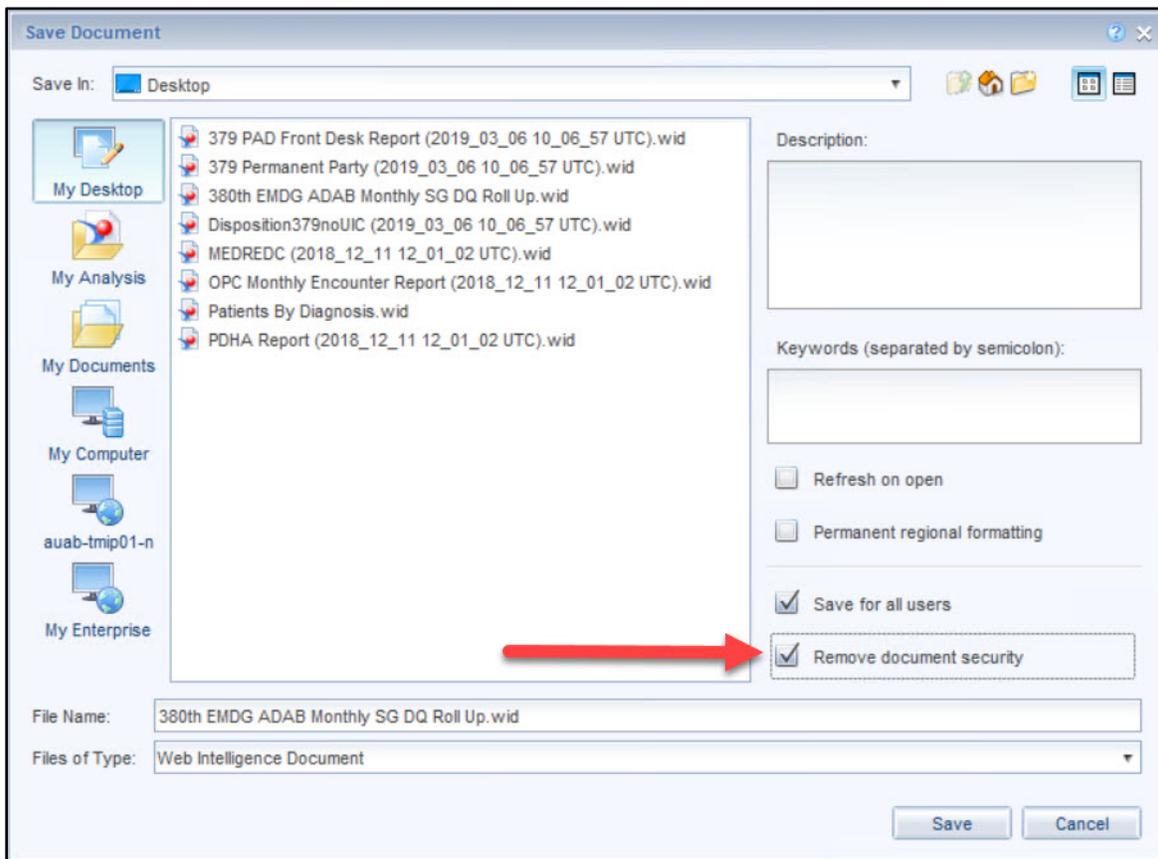


3. Click on **My Desktop**.
4. Click on drop down menu to select the file type to save the report.
5. **Select All** or **Select Reports**: to save specific report tabs to a file.
6. Update the File Name as necessary.
7. Click **Save**.



9.2. Save as .WID (Web Intelligence Document)

1. Click on the black arrow next to the **Save** icon.
2. Click on **Save As**.
3. Click on **My Desktop**.
4. Leave the file type as the default Web Intelligence Document.
5. **Check** the “**Remove document security**” checkbox.
6. Click **Save**.



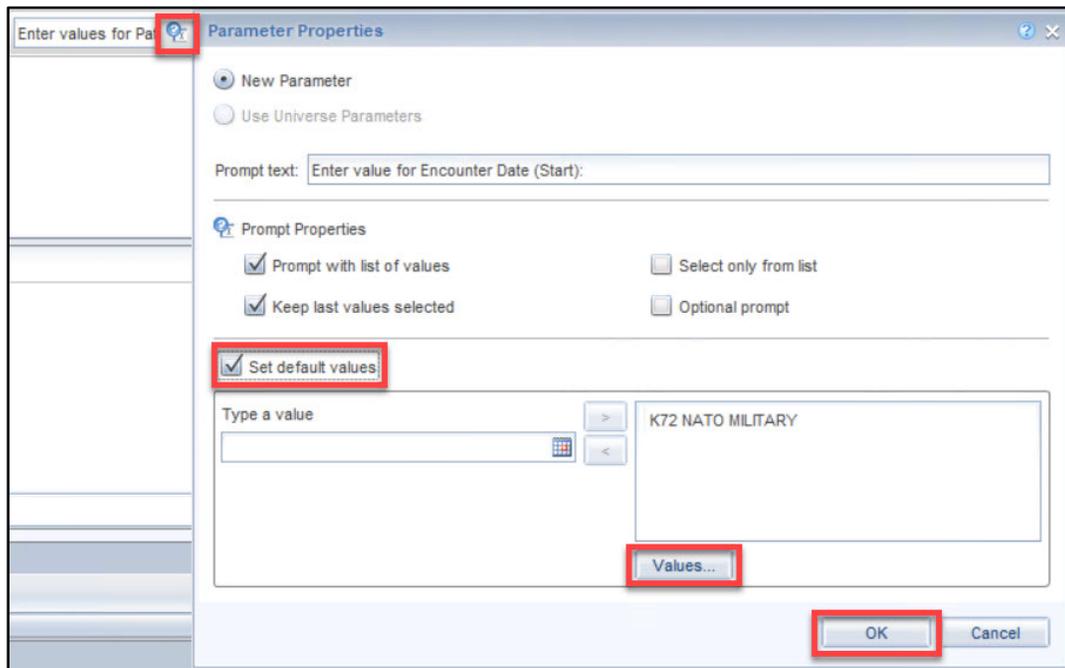
10. Create / Edit a Report

Reports are created by selecting objects from the TMIP Reporting Universe, using the Query Panel, then applying filters and variables to the objects. Users may create ad hoc reports to address a specific data request or tailor reports to their unique mission needs.

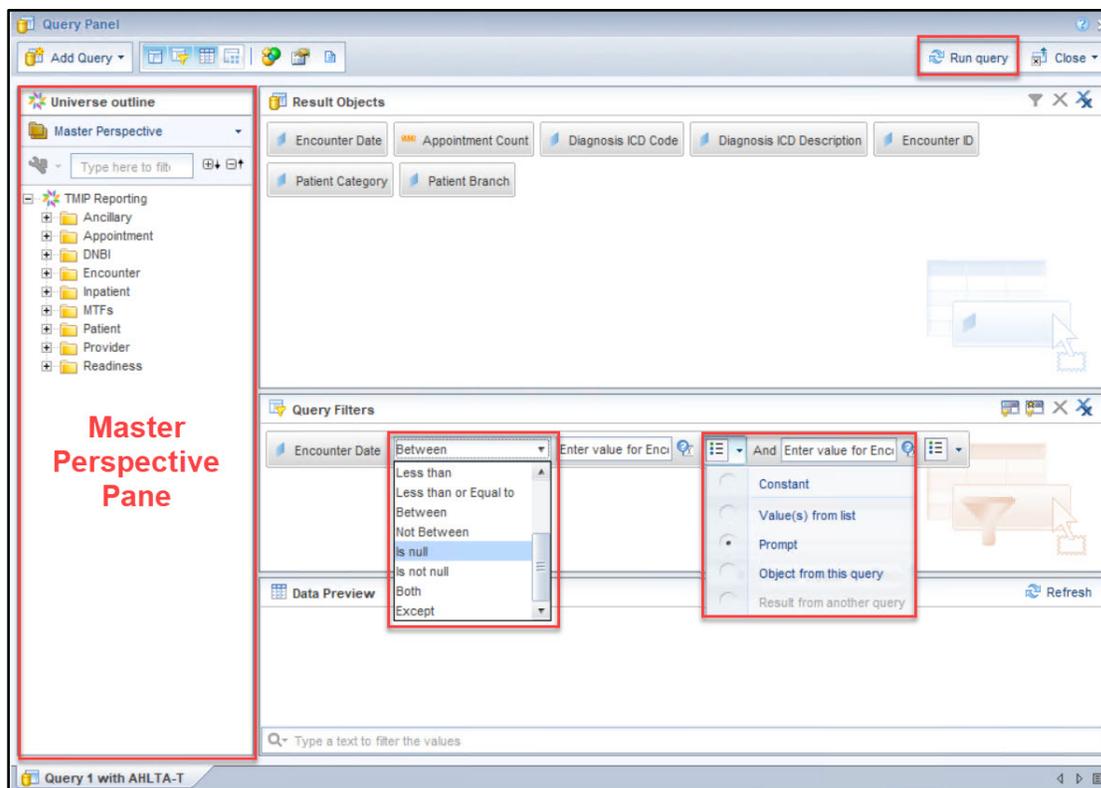
1. To create or edit a report, first open a report or report template.
2. Click on **Design**.
3. Click on **Data Access**.
4. Click on **Data Providers**.
5. Click on **Edit**.



6. The **Query Panel** will open.
7. Select objects or predefined filters from the **Master Perspective Pane**.
8. Drag and drop or double click the objects to populate the **Result Objects** pane.
 - a. Use the Search field to search for objects.
9. Drag specific result objects from the Results Objects pane into the **Query Filters Pane** to apply filters to that specific object.
10. Apply conditions to the filters to further refine the query.
 - a. Examples are setting conditions to **Equal to, Greater than, Less than, Between, Except,** etc.
11. Click the **Filter Values** drop-down arrow to select the Filter Value.
 - a. Examples of filter values are **Constant, Value(s) from list, Prompt,** etc.
12. If **Prompt** is selected as a Filter Value, click on the **Prompt Properties** icon.
13. Select the applicable prompt properties as necessary.
 - a. Example: Default the K72 NATO Patient Category but allow for user selection at the Refresh Report parameters prompt.

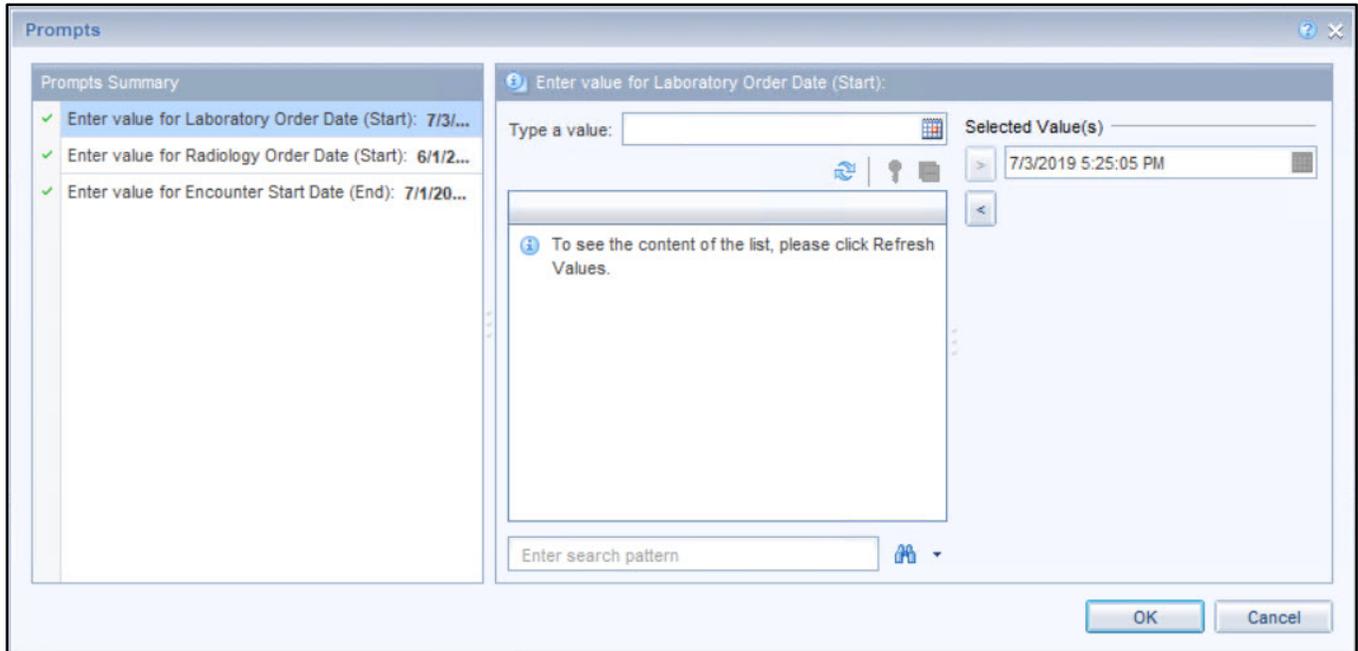


14. When all Result Objects, Query Filters, Conditions and Filter Values have been selected, click **Run query.**

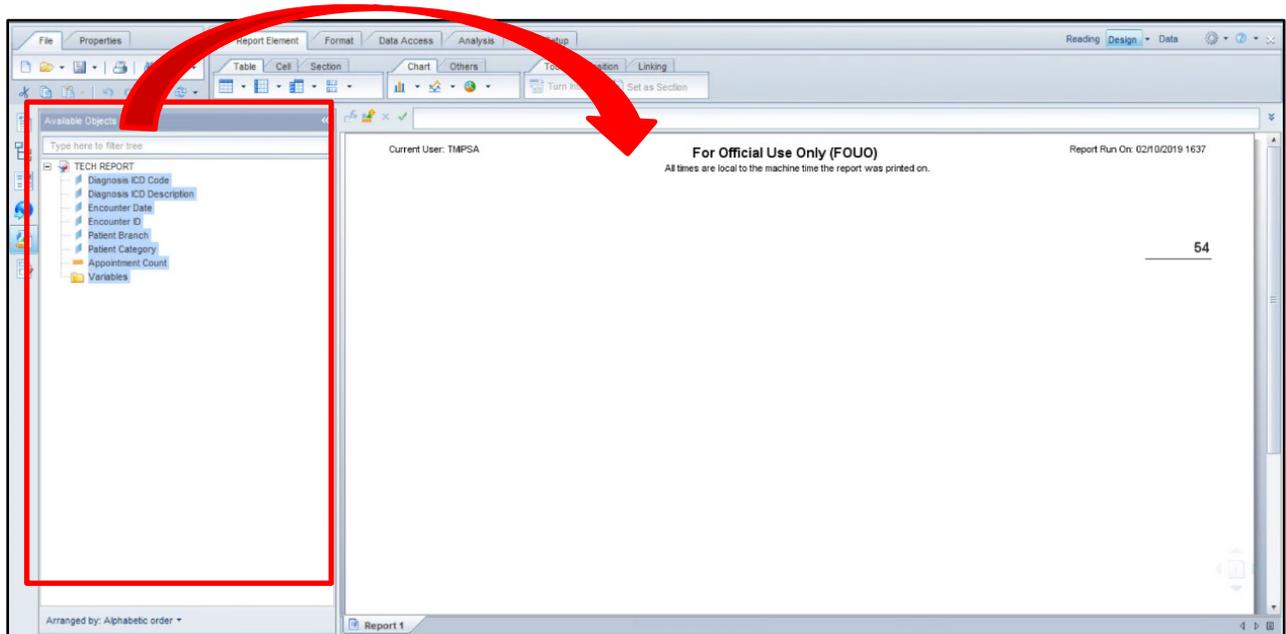


15. If applicable, select the Report Parameters that have been selected in the Query Panel to tailor the report output.

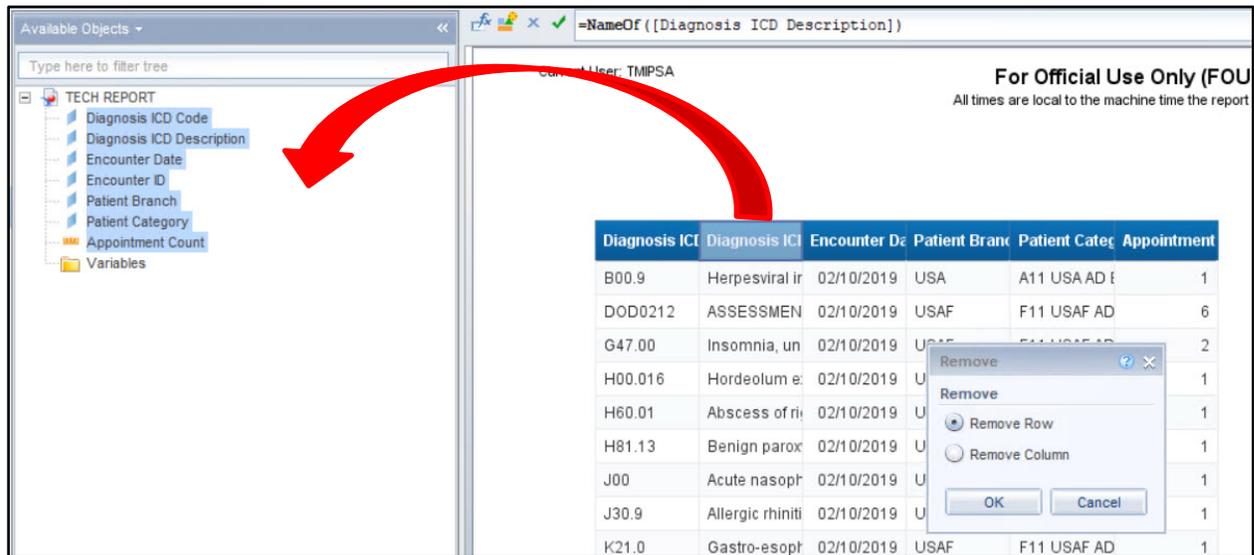
a. Example: Select the report date range.



16. In the **Report Window**, highlight to select the report elements from the **Available Objects** pane and drag the objects to the report window.



- The columns and rows can be reorganized by dragging and dropping into and out of the report window when in Design Mode.

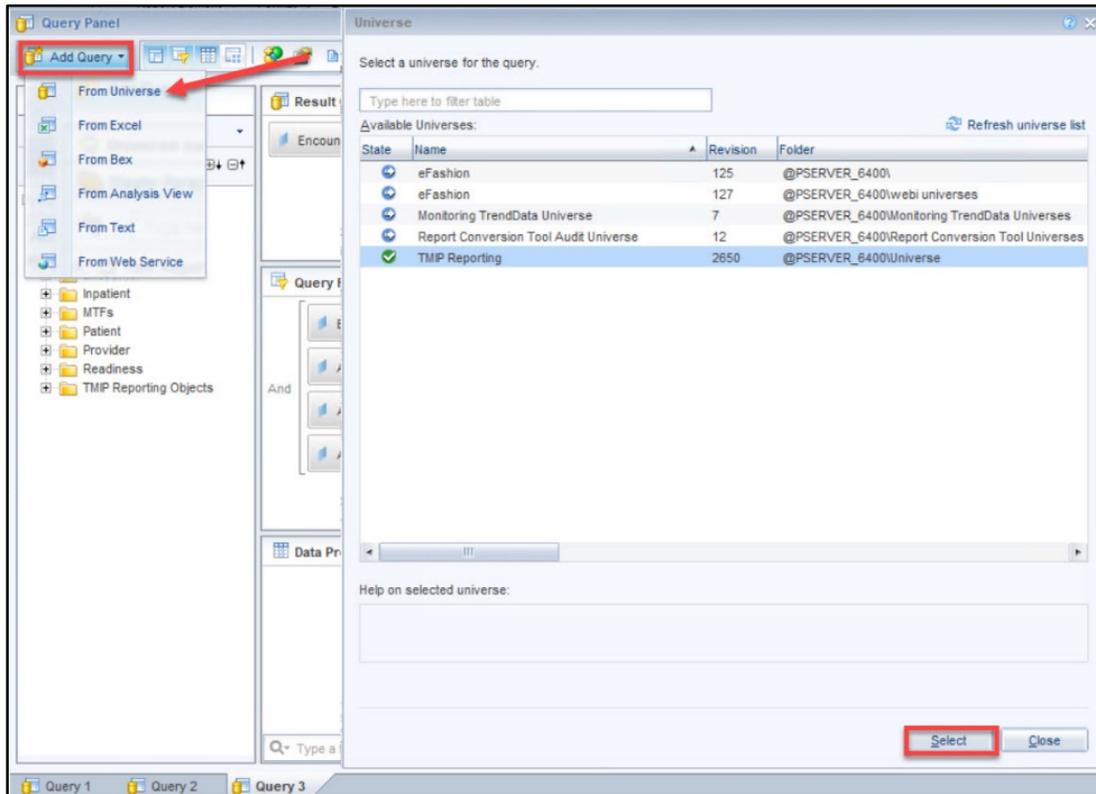


- Once the report has been designed as necessary, save the report.
- Click the **Save** button on the tool bar.
- The report will default to save in the users local UserDocs.
- To save and share the report, select **Enterprise**.
- Expand **Public Folders**.
- Select the appropriate folder to save the report.

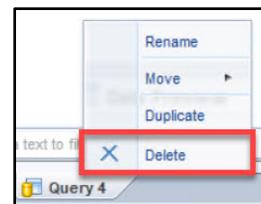
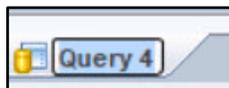
10.1. Add Additional Queries and Report Tabs to a Report

Additional Queries and report tabs can be added to a TMIP Reporting file to further customize an Ad Hoc report.

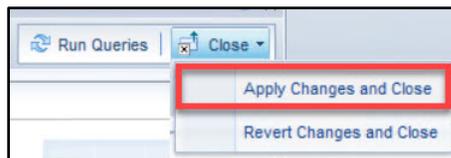
- Create or edit an existing report.
- In the open Report Window, click on **Design > Data Access > Data Providers > Edit** to open the Query Panel.
- Click on **Add Query** button.
- Click **From Universe**.
- In the Universe window, click **TMIP Reporting**.
- Click **Select**. A blank query tab will be added to the Query Panel. Apply objects, filters and conditions as necessary.



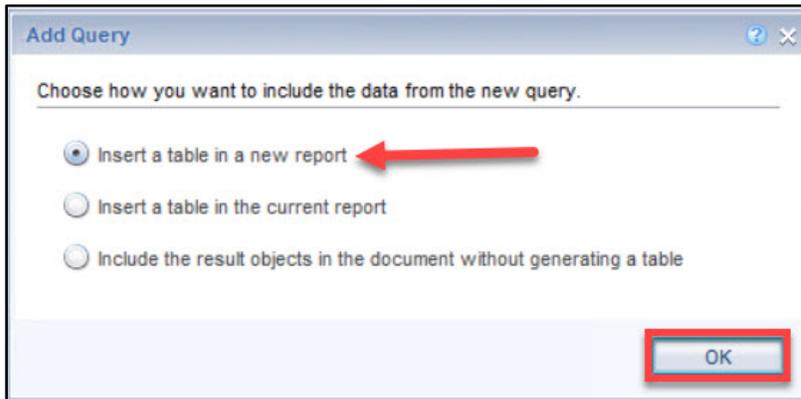
Double click the title of the Query Tab to highlight the text and rename if desired.
 To delete a Query Tab, right click on the query tab, click Delete.



- Click **Close > Apply Changes and Close** to save and close the added Query and return to the Report Window.



- At the **Add Query** prompt, select **Insert a table in a new report** radio button.
- Click **OK**.



10. A Report tab will be added in the Report Window and all Objects will be automatically added to the report. Drag and Drop to customize the report as necessary.
11. Double click the Report tab title to highlight the text and rename as necessary.



12. **Save** the updated Report in the desired format.

11. Commonly Used Ad Hoc Reports

While the TMIP Reporting Universe comes with many predefined standard (canned) reports, users often choose to create ad hoc custom reports in order to have the ability to filter and track data by Clinic assigned in AHLTA-Theater, as well as other data fields that are unique to the data entry of clinical users in support of the AFCENT mission.

11.1. Clinic Monthly SG DQ Roll Up Report

This data quality monthly roll up report is an Open Encounters and Pending / Completed/Unaddressed Ancillary Orders report. The report is designed to capture Open encounters past 72 hours, open unaddressed Lab Orders past 72 hours and open unaddressed Radiology orders past 72 hours. The report has the option to be run by specific provider or set of providers and can be run as often as necessary.

Report Tabs:

The screenshot displays the configuration interface for the report. It features a central area with several fields and buttons. The fields are:

- Facility Name:** A text field containing the formula `= [Facility Name]`.
- Summary View:** A blue button.
- Current Date:** A text field containing the formula `= Current Date ()`.
- Open Encounter Count:** A blue button.
- Count of Encounter ID:** A text field containing the formula `= Count ([Encounter ID])`.
- Pending Lab Count:** A blue button.
- Laboratory Count:** A text field containing the formula `= [Laboratory Count]`.
- Pending Rad Count:** A blue button.
- Radiology Count:** A text field containing the formula `= [Radiology Count]`.

At the bottom of the interface, there is a tab bar with four tabs: **Summary**, **Open Encounters past 72HRS**, **Open Lab Count**, and **Open Rad Count**. The **Summary** tab is currently selected and highlighted with a red border.

Open Encounters past 72HRS

Total Count	
Status	
Total Count	
Clinic Name	

Encounter Start Date	Encounter ID	Provider Full Name	Co-Signer Full Name	Clinic Name	Appointment Status
					Sum:

Open Lab Count

Lab Order Status	Completed/Unaddressed	Pending
Total Count	380	27

Laboratory Order Date	Laboratory Order Name	Laboratory Order Status	Laboratory Ordering Provider	Laboratory Count
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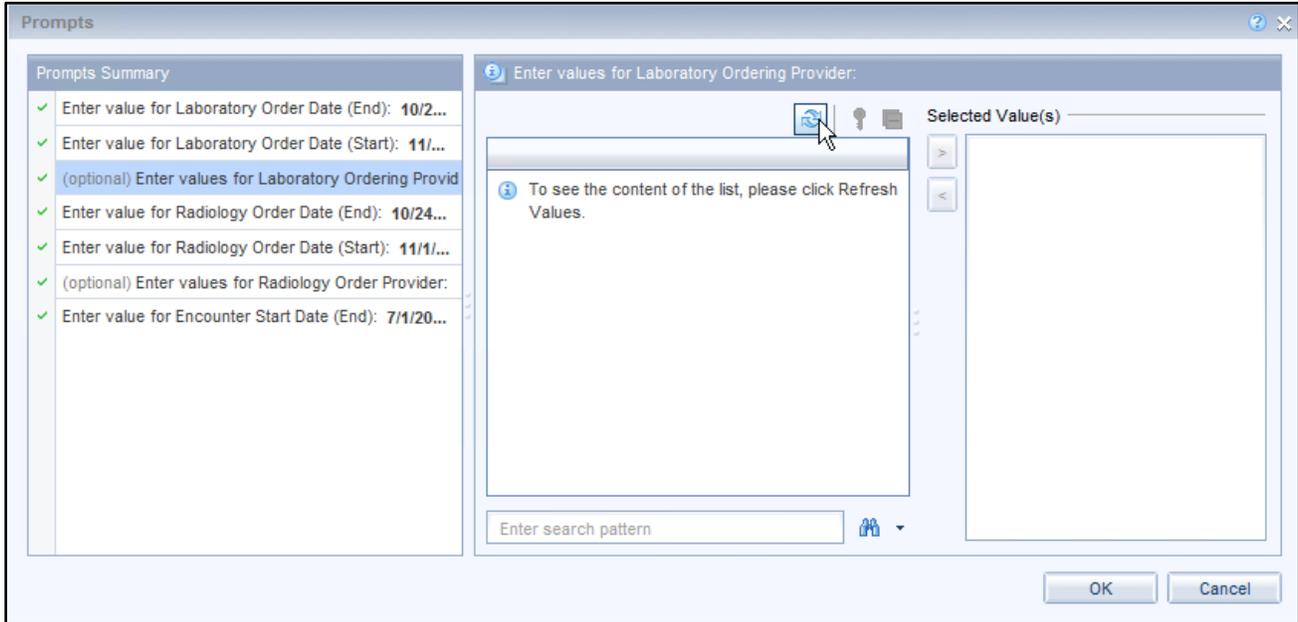
Open Rad Count

Radiology Order Status	Completed/Unaddressed	Pending
Total Count	189	24

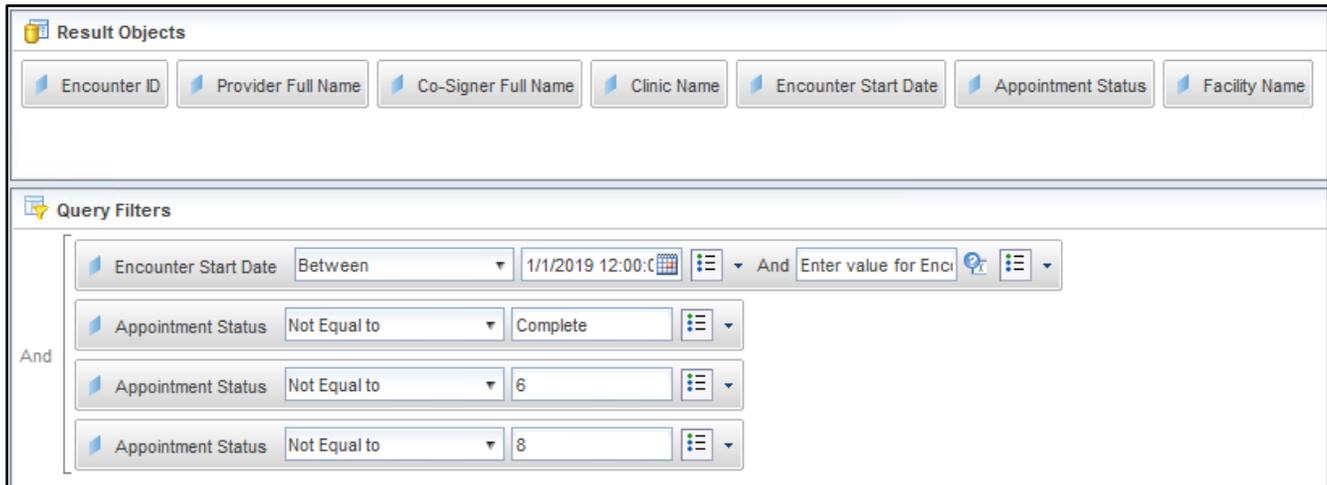
Radiology Order Date	Radiology Order Name	Radiology Order Provider	Radiology Order Status	Radiology Count
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Report Refresh/ Input Prompts:

Select a Start Date for Lab/Rad Orders and an End Date for each query that is 72hours prior to the current date. Selecting an Ordering Provider for Lab/Rad is optional.



Report Query Panel:



Open Encounters

Results Objects should include both Provider Full Name and Co Signer Full Name.

Report Query is set to reflect open encounters that are NOT EQUAL to Complete, Facility Cancelled, or Updated. This will ensure that only incomplete encounters (inprogress, needscosigner, checked in, waiting, and updating) will present on the report.

If there are encounters that have errors or appear “stuck” on the report with a status that is incorrect, individual encounter IDs can be excluded from the report.

The screenshot displays the configuration interface for a report query. It is divided into two main sections: 'Result Objects' and 'Query Filters'.

Result Objects: This section contains six buttons representing the data fields to be included in the report: 'Laboratory Order Date', 'Laboratory Order Name', 'Laboratory Order Status', 'Laboratory Ordering Provider', 'Laboratory Count', and 'Laboratory Results'.

Query Filters: This section is used to define the criteria for the report. It includes several filter rules:

- Laboratory Order Date:** Set to 'Between' with two input fields for values.
- Laboratory Order Status:** Set to 'Except' with a list of values including 'Completed/Address'.
- Laboratory Order Status:** Set to 'Is not null'.
- Laboratory Order Status:** Set to 'Except' with a list of values including 'Discontinued'.
- Laboratory Ordering Provider:** Set to 'In list' with an input field for values.

The filters are connected by 'And' operators, indicating that all specified conditions must be met for an encounter to be included in the report.

Laboratory Orders

The screenshot shows a software interface for configuring query filters. At the top, under the heading "Result Objects", there are six buttons: "Radiology Order Date", "Radiology Order Name", "Radiology Order Provider", "Radiology Order Status", "Radiology Count", and "Radiology Results". Below this is the "Query Filters" section, which contains several rows of filter criteria. The first row is for "Radiology Order Date" with a "Between" operator and two input fields for "Enter value for Rad". The second row is for "Radiology Order Status" with an "Except" operator and a list of values including "Completed/Address". The third row is for "Radiology Order Status" with an "Except" operator and a list of values including "Discontinued". The fourth row is for "Radiology Order Status" with an "Is not null" operator. The fifth row is for "Radiology Order Provider" with an "In list" operator and an input field for "Enter values for Ra". The filters are connected by "And" operators.

Radiology Orders

Laboratory and Radiology Orders are filtered to ensure that only Completed/Addressed and Discontinued are excluded from the report. This ensures that the report will display only Pending and Completed/Unaddressed orders for Laboratory and Radiology. The dates are set to prompt both a Start and End date so the report can be tailored to the date range required. Users have the option to select an individual or set of providers or leave all providers as default. The query is set to return to the default of all providers after each query.