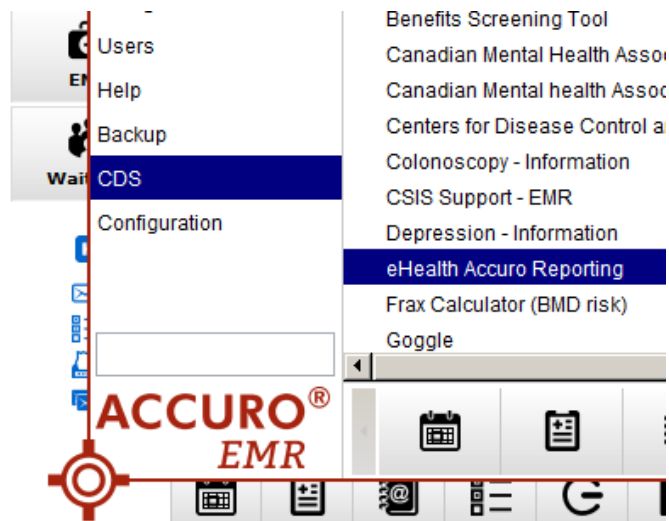# Mental Health Wait Time Reporting - Export Instructions
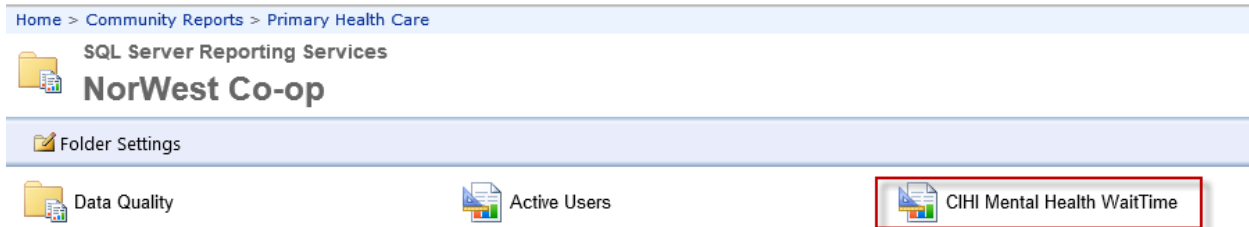
Preparing the report for export

Only designates from the individual EMR offices will have access to export the CIHI Wait time report. This designate will only be able to pull information for their respective office and can not act as a back up for other EMR offices participating in this reporting.
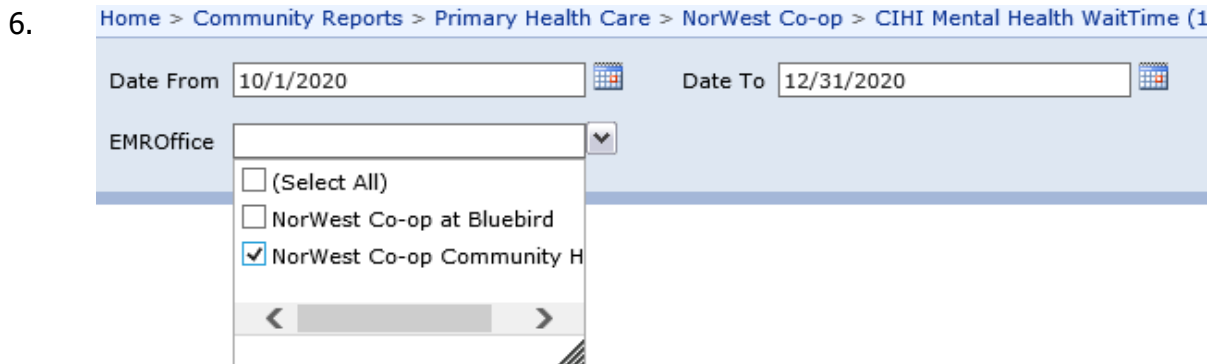
1. Select the **Accuro symbol** (bottom left of the screen) or press and release the Alt key on the key board to open the menu.

2. Select CDS from the menu

3. Select the **ehealth Accuro Reporting.**

4. Double click to open folders for your office.

5. Select the report labelled- *CIHI Mental Health Wait time.*

6.

Home > Community Reports > Primary Health Care > NorWest Co-op > CIHI Mental Health WaitTime (1

Date From	10/1/2020
Date To	12/31/2020
EMROffice	

☐ (Select All)
☐ NorWest Co-op at Bluebird
☑ NorWest Co-op Community H

Set the quarterly start and end dates and the applicable EMR office.

7. Select "View report" from the top right-side menu. The report will appear

Within the report the first tables are average summary data (image 1) for internal office use only. The exportable information is found in the spreadsheet layout below (image 2).

CIHI Mental Health WaitTime

Descripiton: The number of calendar days a client waited for ongoing counselling services from the date t[ ]
scheduled/booked counselling session.
Roles Included in Report: Social Worker, Counselor, Other, Psychiatry, Psychologist
Note: NaN='Not Available'

Date Range: 7/1/2020 12:00:00 AM --9/30/2020 12:00:00 AM

EMR Office: NorWest Co-op Community Health

Table 1: Referral Source-Average wait time in days

Service Type		Addictions treatment service	Emergency Depar[ ]
Adult		4	NaN
Youth(18-)		NaN	NaN

Table 2: Adult / Youth distribution verus service type-Average wait time in days

| Ind G	Adult	Youth(18-)
Group	NaN	NaN

Table 3: RAW LINE DATA

EMR File	Client Gender	Client Postal Code	Client Date Of Birth	Agency Office	Referral Source	Date Referral Received	First Scheduled Accepted Appointment	Appt Provider	Service Type	Therapy Type	Therapy Mode

Mental Health Wait Time Reporting - Export Instructions

Exporting the report from the EMR

1. Select export- excel from the left side menu
2. Depending on your browser select **Save as** to save the report for further processing in excel.

3. It's recommended that table 1 and 2 are removed prior to submission to decision support. Only table 3 is required.

4. Review table 3 evaluating each line item for completeness and remove any lines for providers that are not in scope.

5. Submit cleaned report to decision support data@wrha.mb.ca.
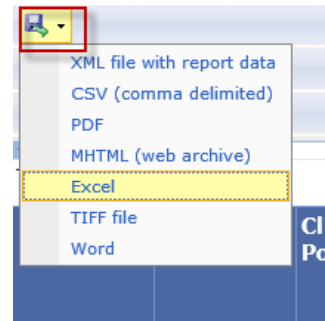
Note: If needing to pull reports for two separate offices, due to the provider offering services in both, complete the steps above again this time selecting the secondary office. If you do not have access to the appropriate offices, please notify EMR Support Services via the Service Desk at servicedesk@sharedhealthmb.ca *.*