

## **CONNECT – Intro to Cento**

To access Cento Analytics, select the Analytics drop down and select Cento Analytics.

| Patient Analytics Doc Mont Scheduler  | Tools * Security * Utilities * Help * |  |
|---|---------------------------------------|--|
| Therat bt Outcomes Analysis   |                                       |  |
| Flast R Cento-Analytics oports Harvest  | AMPAC Reports Report Schedules        |  |
| Report  |                                       |  |
|   |                                       |  |
| Select a family   |                                       |  |
| ABC Scale Trend<br>Active Patients<br>Active Patients - Notification Preferences<br>Active Patients with More than One Account<br>Active Workers Comp Patients<br>All Patient Reports Not Completed<br>All Physicians by Facility<br>Appointments by Last Modified Date<br>Appointments This Week and Next<br>Appointments This Week and Next<br>Appointments with Associated Visits<br>Appointments with Patient Insurance Information<br>APTA NOD Data Completences by Discharge<br>APTA NOD Data Completences by Visit |                                       |  |
| APTA Registry Data Completeness by Discharge<br>APTA Registry Data Completeness by Visit<br>Authorization and Referral Expiration<br>Authorization Expiration (Patient List)<br>Authorization Expiration in 3 or Less Visits<br>Authorization Expiration in 7 or Less Days<br>Average # of Visits by ICD<br>Average Number of New Patients per Week<br>Average Number of Visits per Patient<br>Beck Anxiety Trend   |                                       |  |

You will then navigate to the homepage/dashboard of Cento Analytics. Here you will have the options to look at Flash Reports, Shared Reports, build New Reports, etc.

| 1to All Report Templates New Report Administrati | n                     |                   |
|--|-----------------------|-------------------|
| (  | Cento Analytics       |                   |
|  | Flash Reports         | Attribute Library |
|  | Shared Custom Reports |                   |
|  | New Report            | About             |
|  | A New Report Bundle   |                   |



• Flash Reports – Cedaron has prebuilt Flash reports available to use. These are reports we built based on the users need or request, and these flash reports can be edited to your perfect report depending on your workflow.

| lash Reports                     |               |                    |      |            |
|----------------------------------|---------------|--------------------|------|------------|
| My Reports Shared Custom Reports | Flash Reports |                    |      |            |
| Report tag filter                |               |                    |      |            |
| Display 10 v records per page    |               |                    | S    | earch      |
| Report Template                  | Report Type   | a Last Run         | Tags | Run Report |
| Active Patients                  | Summary       | 12/2/2022 1:52 PM  | APTA | Run Report |
| Patients by Referral             | Summary       | 6/29/2016 6:54 AM  | APTA | Run Report |
| ICD Codes by Treating Therapist  | Summary       | 6/28/2016 1:56 PM  | APTA | Run Report |
| Visit Count Report               | Summary       | 4/13/2021 12:21 PM | APTA | Run Report |
| Patients Discharged              | Summary       | 6/29/2016 12:29 PM | APTA | Run Report |
| Patients Eligible for Medicare   | Summary       | 6/29/2016 12:42 PM | АРТА | Run Report |
| New Patients by Therapist        | Summary       | 6/29/2016 10:52 AM | APTA | Run Report |
| Insurance Distribution           | Summary       | 6/28/2016 1:46 PM  | APTA | Run Report |
| Charges Reconciliation           | Summary       | 2/14/2022 12:46 PM | АРТА | Run Report |
| Charges with KX Modifier         | Simple        | 6/28/2016 12:36 PM | APTA | Run Report |

- Shared Custom Reports Allow you to create reports and share them within your organization. This location also stores reports that Cedaron builds for you if you request a custom report.
- New Report Allows you to build a report from scratch from the report fields, filters, time range, and parameters.
- New Report Bundle Allows you to run multiple reports at the same time.

•

Attribute Library – Lists all data you can report from. It shows statistics from your live data.

| Practitioner                                 |  |  |
|--|--|--|
| CODE<br>Active<br>Address 1<br>Address 2     |  |  |
| City<br>County<br>State<br>Zip Code          |  |  |
| Country<br>Day Phone<br>Evening Phone<br>Fax |  |  |
| Email Address                                |  |  |
| Patient<br>(none)                            |  |  |
| Episode                                      |  |  |
| (none)                                       |  |  |
| Event Group                                  |  |  |
| (none)                                       |  |  |
| Event/Visit                                  |  |  |
| (none)                                       |  |  |



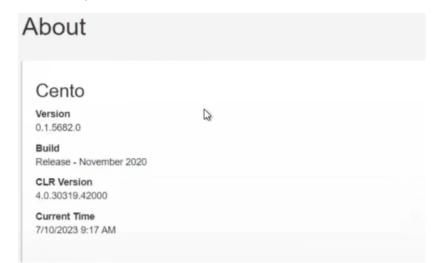
Selecting Email Address from the image above brings up the Percentage Answered for this Attribute Statistic

| Email Addres                  | S   |    |
|-------------------------------|-----|----|
| Attribute E<br>Description (r | ers |    |
| Percentage Answered           |     | 3% |
|                               |     |    |

 Administration – The Administration tab allows users with the administration permission to manage settings in Cento. The main option someone might use is Manage Flash Reports, where you can download the latest Flash Reports that we offer.

| A Home Administration  |   |
|--|---|
| Administration   |   |
| <ul> <li>Flash Reports</li> <li>Flash Report Services Url</li> <li>Manage Flash Reports</li> </ul> | Email     Manage Email     Manage Mailing Lists                         |
| Localization     Set Default Localization     Customize Localization                               | Edit Email Template     Configuration Options     Configuration Options |
| Customize Entity Defaults     x <sup>2</sup> Analytics Variables                                   | Configure Attribute Tree Grouping     Cache                             |
| Analytics Variables  | Manage Cache  |

• About -The About tab shows you the Version, Build, CLR Version, and Time.





## **Building a New Report**

To build a new report from scratch, select New Report from your Cento Dashboard/Homepage. You will then be on the Report type page where you can choose your report type, name the report, and add a report description.

| New Report                      |   |       |        |       |      |             | <    |
|---------------------------------|---|-------|--------|-------|------|-------------|------|
| 1 Report Type 2 Report Fiel     | ds 3 Filters 4 Time Frame 5 Finish                                    |       |        |       |      |             |      |
| Report Type                     | Description   | Simpl | e      |       |      |             | )    |
| Simple                          | Simple reports produce one record for each item in the template. They | foo   | bar    | baz   | cram | bop         |      |
| O Summary                       | can contain formulas and filters, but not any grouping or trends.     | ttt   | tititt | ttttt | tt   | tututut     |      |
| O Pivot Summary                 |   | uuu   | uuuuuu | uuuuu | uu   | 000000000   |      |
| ○ Time Averaging                |   |       | VVVVV  | wwwww | ww   | *****       |      |
| ○ Cross-Reference               |   | ууу   | уууууу | ууууу | уу   | ууууууууууу |      |
|                                 |   | 222   | 222222 | 22222 | ZZ   | 22222222222 |      |
| Name                            |   |       |        |       |      |             | ·    |
| Report                          |   |       |        |       |      |             |      |
| Report Description              |   |       |        |       |      |             |      |
|                                 |   |       |        |       |      |             |      |
| Report has execution parameters |   |       |        |       |      |             |      |
|                                 |   |       |        |       |      | »           | Next |
|                                 |   |       |        |       |      |             |      |

Next, the Report Fields tab is where you can add fields to your report. You can add fields from the Standard Fields section or by clicking this icon is to search by a different level of data. You can also search by the filter icon and CTRL F. Please view the video snippet for more information. (Click the back arrow to return to the document).

| Countries Countries (2 rans) (2 -   | instant 2 from                  |  |
|---|---------------------------------|--|
| 1 Allowed Control and Allo      | Selected Report Fields          |  |
| ACCONTRACTOR APRIL     ACCONTRACTOR APRIL   | 198 (Here CLAC + House H        |  |
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| <ul> <li>ACCRETE TOWN AND ADDRESS OF</li> </ul>   |                                 |  |
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| Adding (2010) assessment     Advances of survival   |                                 |  |
| a Anti-participation  |                                 |  |



The Filters tab shows what criteria is set for every patient being pulled into the report. The example below shows the report being filtered by the last name Brunker, meaning only patients with the last name Brunker will be included in this report. Filters are inclusive – meaning that all values have to be true to that filter.

| Anna and an  | Add Filter                            | ×            |
|--|---------------------------------------|--------------|
| Home All Report Templates My   | Attribute<br>Last Name:<br>Comparison |              |
| 1 Report Type 2 Report F   | =<br>Value                            |              |
| Add Filter   | Brunker                               |              |
| Standard Fields  |                                       |              |
| Selected Fields     Medical Record Number:     First Name:     Last Name:     Age:     Start of Care from Episode     Start of Care from Episode (2) |                                       | Cancel + Add |

The Time Frame tab allows you choose the Time Frame type, select a custom period, choose a standard period, and choose the value of the time frame.

| Edit Repor  | 2 Report Fields 3 F | ilters 4 Time Frame 5 Finish |                                     | 0      |
|---|---------------------|------------------------------|-------------------------------------|--------|
| Choose Time<br>The value of<br>Arrived Date from Even |                     |                              |                                     |        |
| Time Frame type                                       | Custom period       |                              | Standard periods                    |        |
| Fixed   | Was on or after     |                              | • 2023                              |        |
| ○ Relative  | 01/01/2023          | • 2022<br>• 2021             |                                     |        |
|   | Was on or before    |                              | <ul><li>2020</li><li>2019</li></ul> |        |
|   | 01/31/2023          | E                            | • 2018                              |        |
|   |                     |                              | <ul><li>2017</li><li>2016</li></ul> |        |
|   |                     |                              | <ul><li>2015</li><li>2014</li></ul> |        |
|   |                     |                              | • 2013                              |        |
|   |                     |                              |                                     | » Next |



The Finish tab allows you to review your report, and see all the fields, filters, and other information you selected. You can also update or change the Report Template Name here, before you run the report.

| dit Report                                   |                          |        |                      | • |
|--|--------------------------|--------|----------------------|---|
| 1 Report Type 2 Report Fields                | 3 Filters 3 Time Frame 5 | Finish |                      |   |
| Report Summary                               | Graphs                   |        | Save Template        |   |
| Гуре   | Graph Type               |        | Report Template Name |   |
| Simple                                       | none                     | 3      | My Test Report       |   |
| Report Fields                                |                          |        | Save Template        |   |
| Medical Record Number:                       |                          |        |                      |   |
| First Name:                                  |                          |        | Run Report           |   |
| Last Name:     Arrived Date from Event/Visit |                          |        | Output Format        |   |
| Primary Insurance:                           |                          |        | Same Window          |   |
| Secondary Insurance:     Tertiary Insurance: |                          |        |                      |   |
| Primary Insurance Medicaid?                  |                          |        | Run report           |   |
| Secondary Insurance Medicaid?                |                          |        |                      |   |
| Tertiary Insurance Medicaid?                 |                          |        |                      |   |
| ilters                                       |                          |        |                      |   |
| none)  |                          |        |                      |   |
| îme Frame                                    |                          |        |                      |   |
| rrived Date from Event/Visit                 |                          |        |                      |   |
| Import template                              |                          |        |                      |   |

Once you save the report, you will have an option to keep the report private or share it. You can also choose the period, whether it is custom or standard.

| Report Type   | Arrived Date from Even | t/Visit                                |  |
|---|------------------------|--|--|
| Simple  | Custom period          | Standard periods                       |  |
| Sharing state: Private Report ~                               | Was on or after        | • 2023                                 |  |
| Report Description  | 01/01/2023             | • 2022<br>• 2021                       |  |
| or Demonstration purposes                                     | Was on or before       | <ul> <li>2020</li> <li>2019</li> </ul> |  |
|   | 01/31/2023             | 0040                                   |  |
| eport Tags 🖋  |                        | <ul> <li>2017</li> <li>2016</li> </ul> |  |
| eport Fields  |                        | • 2015                                 |  |
| Medical Record Number:  |                        | • 2014<br>• 2013                       |  |
| First Name:   | Output Format          | • <u>2013</u>                          |  |
| Last Name:<br>Arrived Date from Event/Visit                   |                        |  |  |
| Primary Insurance:  | Same Window            |  |  |
| Secondary Insurance:<br>Tertiary Insurance:                   | 🖹 Run Report           |  |  |
| Primary Insurance Medicaid?                                   |                        |  |  |
| Secondary Insurance Medicaid?<br>Tertiary Insurance Medicaid? |                        |  |  |
|   |                        |  |  |
| eport Filters   |                        |  |  |
| one)  |                        |  |  |



If you select a Summary Report Type, you will have the option to use the Grouping tab. Grouping allows you to define the report summary by groups. The report totals will be calculated for each unique value represented in all the selected groups.

The example below shows the selected groups as MRN, First Name, and Last Name.

| Edit Report   |  | 0.       |
|---|--|----------|
| 1 Report Type 2 Report Fields 3 Filters 4   | Time Frame 5 Grouping 6 Totals 7 Finish  |          |
| Report summary grouping<br>Select the report fields that should define the report summary groups. T | The report totals will be calculated for each unique value represented in all the selected | groups.  |
| Ungrouped Report Fields   | Click here to add a Top Level Group  |          |
| Arrived Date from Event/Visit<br>Primary Insurance:   | Selected Groups  |          |
| Secondary Insurance:  | Medical Record Number:   |          |
| Tertiary Insurance:<br>Primary Insurance Medicaid?  | First Name:  |          |
| Secondary Insurance Medicaid?   | Filst Name.  |          |
| Tertiary Insurance Medicaid?  | Last Name:   | × Remove |
|   |  |          |
|   |  |          |
|   |  | w Mout   |
|   |  | » Next   |

When you run the report, you can now view it by the groups you selected.

| Ad Hoc: Medicaid Patients<br>Executed 7/10/2023 9:57 AM<br>Report Time Frame<br>Arrived Date from Event/Visit is between 1/1/2023 and 1/31/2023<br>Report Filters<br>• Primary Insurance Medicaid? Is Yes or Secondary Insurance Medicaid? Is Yes or Tertiary Insurance Medicaid? Is Yes |           |    |            | Edit Report | 图 Save Template | Download     Total Results: 57 |
|--|-----------|----|------------|-------------|-----------------|--------------------------------|
| Drag a column header here to group by that column  |           |    |            |             | Q Se            | arch                           |
| Medical Record Number:   | First Nam | e: | Tast Name: |             |                 | Ŧ                              |
| Q  | Q         |    | Q          |             |                 |                                |
| →  |           | L3 |            |             |                 |                                |
|  |           |    |            |             |                 |                                |
|  |           |    |            |             |                 |                                |
| -<br>-   |           |    |            |             |                 |                                |
| <b>)</b>   |           |    |            |             |                 |                                |
| 5 · · · · ·  |           |    |            |             |                 |                                |
| <b>)</b>   |           |    |            |             |                 |                                |
| 3  |           |    |            |             |                 |                                |
| <b>)</b>   |           |    |            |             |                 |                                |
| >  |           |    |            |             |                 |                                |
| <b>&gt;</b>  |           |    |            |             |                 |                                |
| 3  |           |    |            |             |                 |                                |
| >  |           |    |            |             |                 |                                |
| >  |           |    |            |             |                 |                                |
| *  |           |    |            |             |                 |                                |



Report Bundles – Report Bundles allow you to add multiple reports and view them at the same time. To do this, select New Report Bundle on your dashboard.

| O and a A solution    |                   |
|-----------------------|-------------------|
| Cento Analytic        | S                 |
| * Flash Reports       | Attribute Library |
| Shared Custom Reports |                   |
| New Report            | About             |
| 2 New Report Bundle   |                   |

Adding a name to your Report Bundle is required, but the description is optional.

| lew Re                  | eport B             | undle               |                   |          |  |  |
|-------------------------|---------------------|---------------------|-------------------|----------|--|--|
| Name 📄                  | are ordered collect | ons of reports that | can all be run to | ogether. |  |  |
| Required<br>Description |                     |                     |                   |          |  |  |
|                         |                     |                     |                   |          |  |  |



You can drag and drop your desired reports into the Included Reports section or simply select the + Add button to add the reports.

| Report Bund | les are ordered collections of reports that can all be run to   | gether.   |
|-------------|---|---|
| Repor       | ts  | Included Reports  |
| Display 10  | records per page Search   | This report bundle is empty. You can add an existing report to it |
| Add 🗢       | Report =  | Ifrom the lerft.  |
| + Add       | ACTION 2.1 - AMI Core Measure   | Save Report Bundle  |
| + Add       | ACC4 # of Lesions By Patient ACC4 # of ACC4 # | of Lesions By Patient   |
| + Add       | ACC4 Arrival To First Device Activatic Time Without<br>PCI Indication and Admit Source Filters  | <b>N</b>  |
| + Add       | ACC4 Arrival To First Device Activation Time  |   |

You can choose to run the report bundle, which will show you all the reports at once, or remove and edit the report bundle.

| ncluded Reports  | Time Frame                   |  |
|--|------------------------------|--|
| ACC4 Case Volumes Tans Frame applies     ACC4 Complication Count Time Frame applies     ACC4 Coronary Perforation Time Frame applies | Choose a Time Frame          |  |
|  | Output Format<br>Same Window |  |
|  | 쉽 Run Report Bundle          |  |