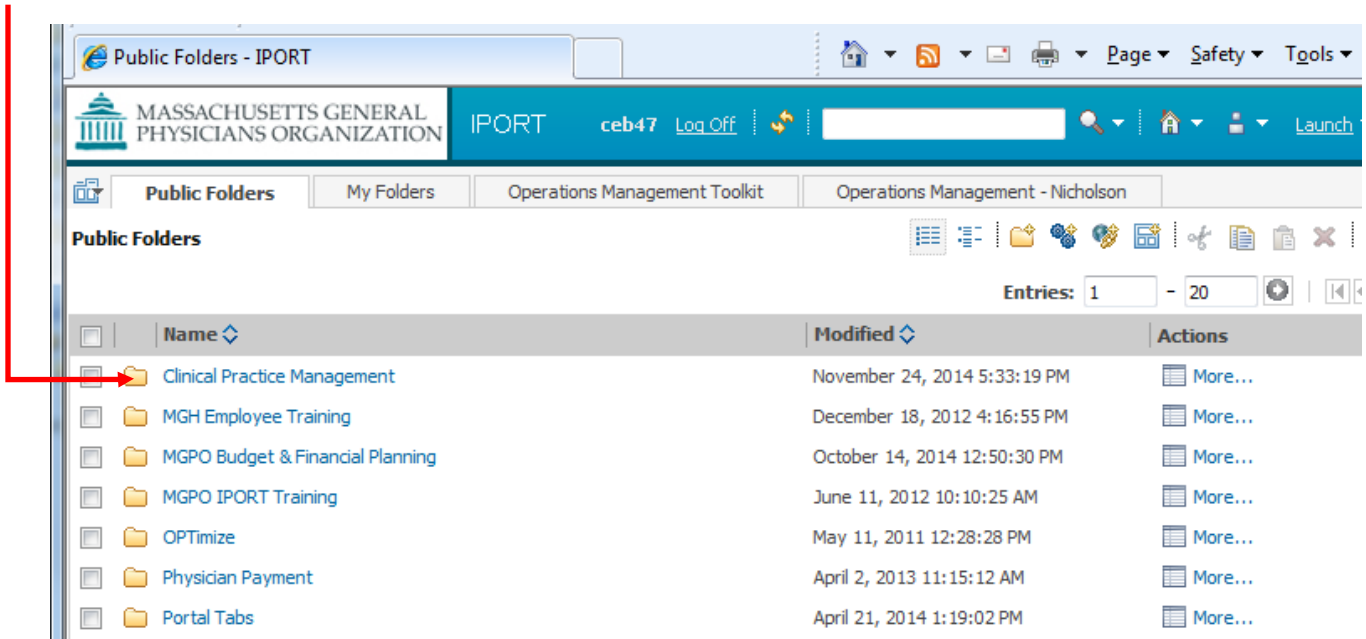


# IPORT Patient Access Reporting Quick Reference Guide

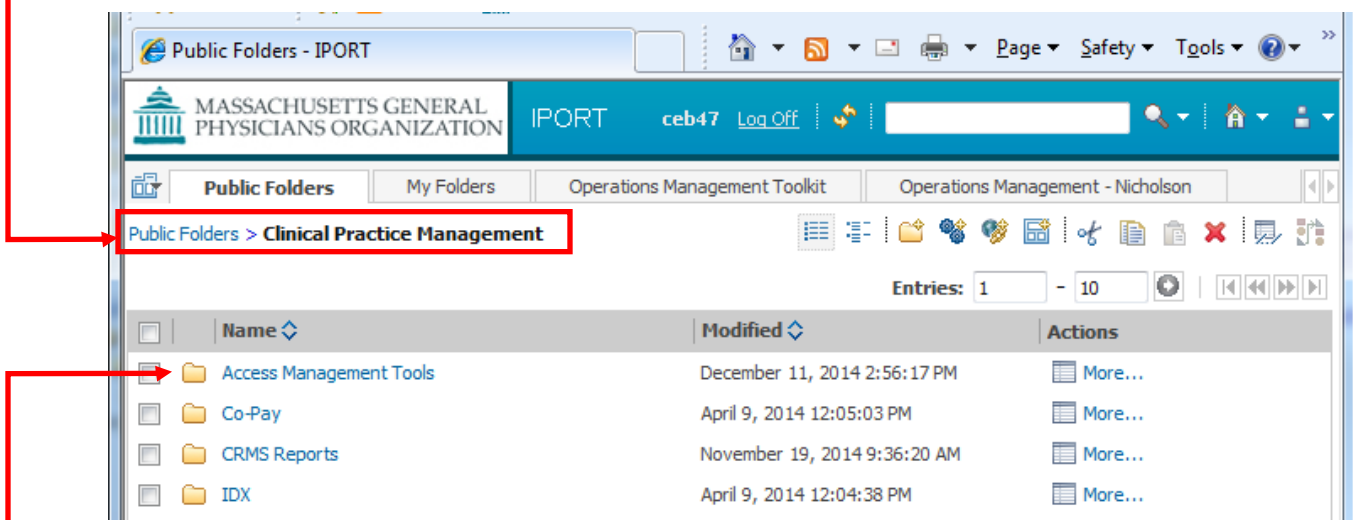
## For Cadence and IDX Data

Depending on your permissions in IPORT, the list of yellow folders should look similar to this list.

1. Go to Start Menu→Partners Applications→MGPO IPORT - MGH
2. You will default into your “Public Folders”.
3. Click on the link to “Clinical Practice Management” (you should see the screen below)

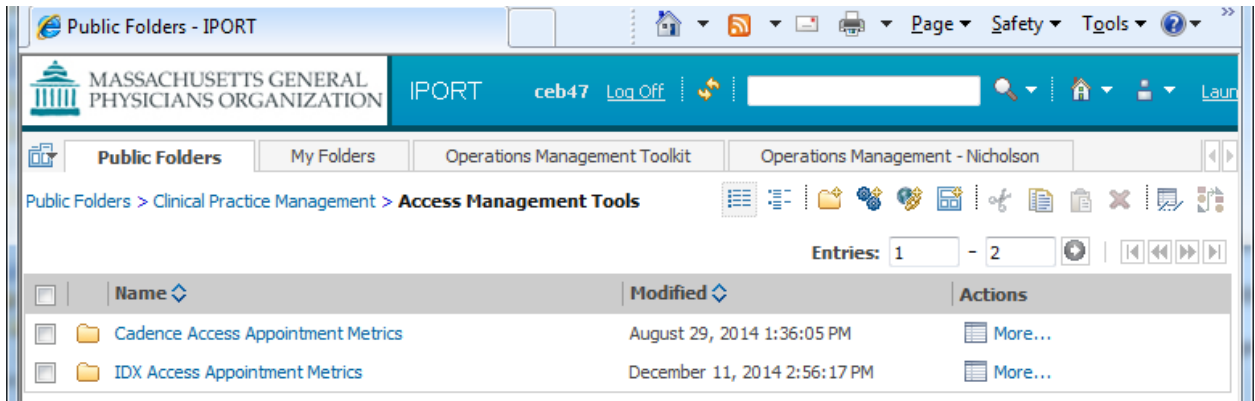


**\*\*Clinical Practice Management** houses ambulatory including reports for Patient Access and CRMS.



4. Click on “Access Management Tools”

You should be brought to a screen that looks like this:



Data **prior to July 12, 2014** – Use IDX Access Appointment Metrics.

Data **after July 12, 2014** – Use Cadence Access Appointment Metrics.