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".

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3. Click on the link to "Clinical Practice Management" (you should see the screen below)

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**<u>Clinical Practice Management</u> houses ambulatory including reports for Patient Access and CRMS.

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4. Click on "Access Management Tools"

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

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

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