

# eReports Functional Proficiency

Date of Observation:

Participant:

Please complete an assessment for each participant

Section A – Running Reports	-2	-1	0	1	2
1. Navigating the eReports tree					
2. Understanding the difference between Individual and Group report					
3. Running a Patient Transfer & Referral report					
4. Running a Resident Birthdays report					
5. Running a Admission List					
6. Running Care Plan & Kardex reports					
7. Running a Shift Report					
8. Running a Vitals History report					
9. Selecting Alternate Report formats					
10. Exporting report data into MS-Excel					

### Scoring Legend

-2 Not Completed

-1 Partially Completed

0 Moderately Completed

1 Almost Completed

2 Fully Completed