

**eReports Functional Proficiency****Date of Observation:****Participant:**

Please complete an assessment for each participant

<b>Section A – Running Reports</b>	<b>-2</b>	<b>-1</b>	<b>0</b>	<b>1</b>	<b>2</b>
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 Completed0 Moderately Completed1 Almost Completed2 Fully Completed