

# Using the Public Health Case Reporting Dashboard

Last Modified on 09/02/2025 9:13 am EDT

## Using the Case Reporting Dashboard

### 1. Enable Case Reporting

- Case reporting must be approved by your public health agency before this dashboard is available.
- See [Getting Started with Case Reporting](#) in Knowledge Out for setup steps.

### 2. Access the Dashboard

- Navigate to **Report → Case Reporting** in your EMR.
- Enter a date range and click **Search** to see activity.
- The Export button to export the eICR records that they have filtered into an Excel document for use as a PHA Submission Report.

### 3. Review Case Reports

- **Sent Queue:** Shows automated outbound reports.
- **Unsolicited Queue:** Shows inbound reports that need manual review.

### 4. Check Status & Preview Files

- Statuses include *Waiting for Response, Completed, Failed*.
- Use the **Sent** and **Received** buttons to view the outbound eICR and inbound RR files

### 5. Patient Timeline Access

- Case report events also appear in the patient's chart timeline under **Health Exchange**.
- Click the arrow icon to open the report details directly from the chart.

Report

Case Reporting

Start: 06-09-2025 Stop: 06-19-2025 Search

Sent: Unsolicited

Identifier	Chart #	Patient	Encounter	Status	Processing	Preview
2175	276786	Armed, Set (06/25/1988 (37y) Male	06/10/2025	Waiting for Response	✓ ✓ ✓	Send
2172	276786	Armed, Set (06/25/1988 (37y) Male	06/10/2025	Failed	✓	Send
2305	276786	Armed, Set (06/25/1988 (37y) Male	06/25/2025	Failed	✓	Send
2335	276864	Davis, C.R.H. E. (05/27/2021 (42y) Male	07/11/2025	Completed	✓ ✓ ✓	Send Received
2339	277025	Clark, test (06/11/1964 (60y) Male	07/11/2025	Waiting for Response	✓ ✓ ✓	Send
2328	277025	Clark, test (06/11/1964 (60y) Male	07/10/2025	Failed	✓	Send
2322	278895	Kidd, Kari (12/27/2014 (10y) Female	07/09/2025	Completed	✓ ✓ ✓	Send Received
2171	276864	Davis, C.R.H. Senior (06/25/1988 (37y) Male	07/07/2025	Completed	✓ ✓ ✓	Send Received
2311	276864	Davis, C.R.H. E. (05/27/2021 (42y) Male	05/28/2025	Waiting for Response	✓ ✓ ✓	Send
2310	276705	Davis, C.R.H. A. (01/16/1988 (37y) Male	05/28/2025	Failed	✓	Send
2309	276864	Davis, C.R.H. Senior (06/25/1988 (37y) Male	06/25/2025	Failed	✓	Send
2308	276864	Davis, C.R.H. E. (05/27/2021 (42y) Male	01/05/2025	Failed	✓	Send
2307	276705	Davis, C.R.H. A. (01/16/1988 (37y) Male	05/28/2025	Failed	✓	Send
2306	276864	Davis, C.R.H. Senior (06/25/1988 (37y) Male	06/26/2025	Failed	✓	Send

Timeline

Section	Notes	Medications	Immunizations	Order Results	Communications	eDocuments	Observations	Vitals	Health Exchange	Authorizations
8/8/24										
8/12/24										
8/14/24										
8/15/24										
8/16/24										
8/18/24										
8/20/24										
8/21/24										
8/22/24										
9/9/24										
9/23/24										
10/4/24										
11/14/24										
1/10/25										
1/14/25										
1/30/25										
1/31/25										
2/3/25										
3/20/25										
5/6/25										
6/10/25										
6/11/25										
6/13/25										
7/23/25										
7/27/25										
8/26/25										
Today										

Enhanced Access

App Directory

Quick Picks

Appointments

Prescriptions

Lab Results

Immunizations

Order Results

Communications

eDocuments

Observations

Vitals

Health Exchange

Authorizations