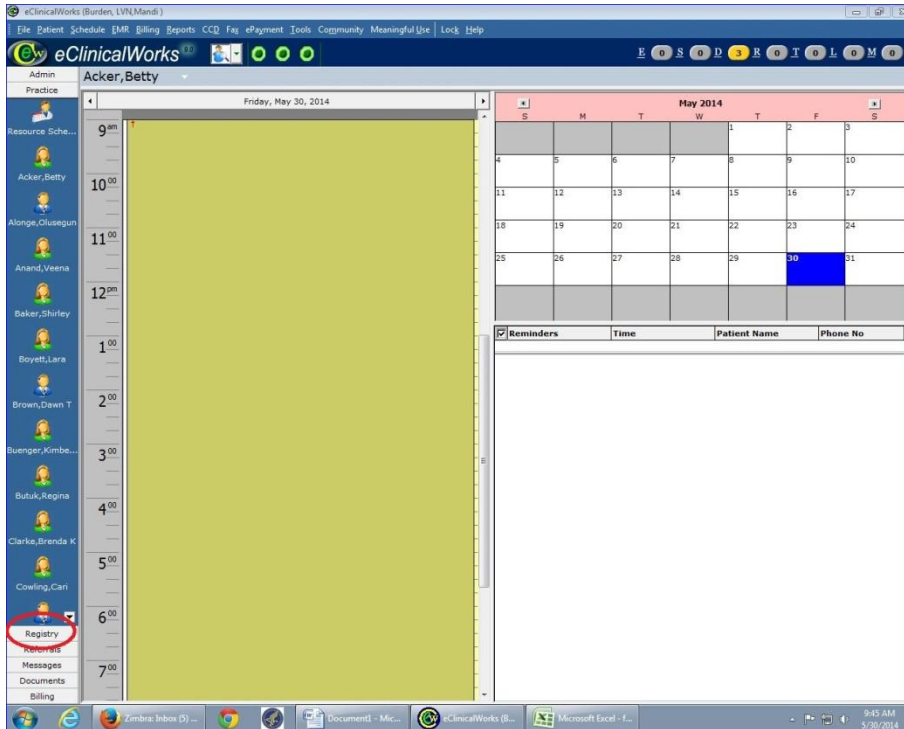# Abuse Screening Report Methodology

1. Go to the Registry band on the Left Panel of eCW



2. Select the Registry Reports icon

3. Select the report you want to run and click "Run Report (Excel)" in the upper right hand corner. There are 4 pediatric abuse reports currently built in the system. Only one report can be selected and ran at a time. Until that list is closed or saved with a different name, no other report can be generated.
   a. 0-17 threatened or forced to have sex
   b. 13 years and younger reporting sexual activity
   c. Partner is not of opposite sex
   d. Partner More than three years difference
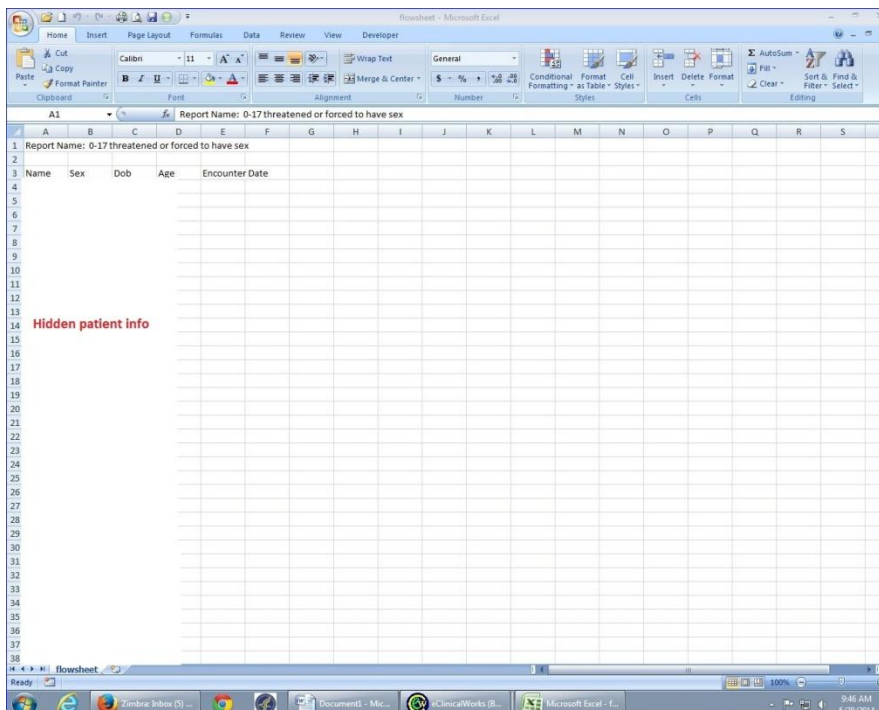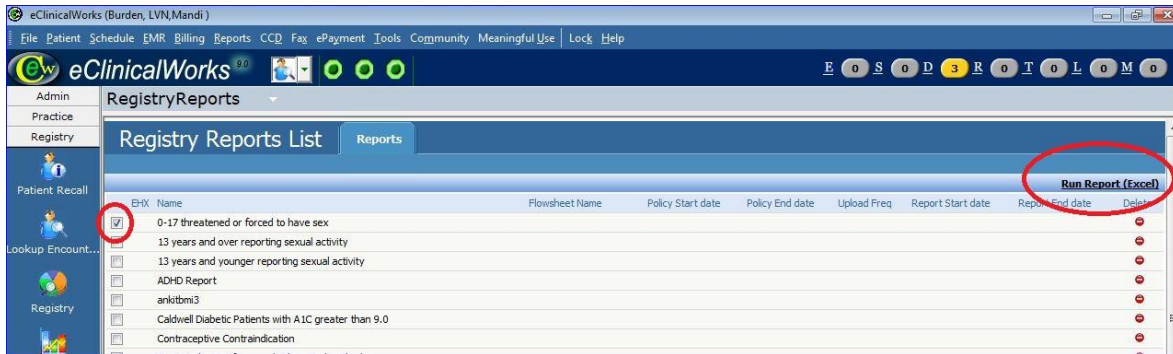


4. Compare the list of patients on the new report to the existing master document corresponding to the same report (report and file names align).
   a. To sort a newly generated report, delete the top two rows of the Excel document. This will leave columns with headers and patient information below that.
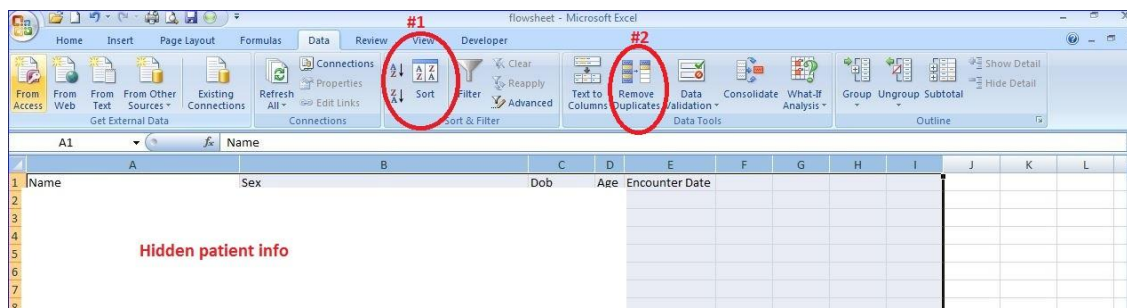
b. Highlight all the columns with information, then go to the Data tab of Excel and select sort. The Sort Dialog box will open. Select Name from the drop down box next to Sort By and click ok.
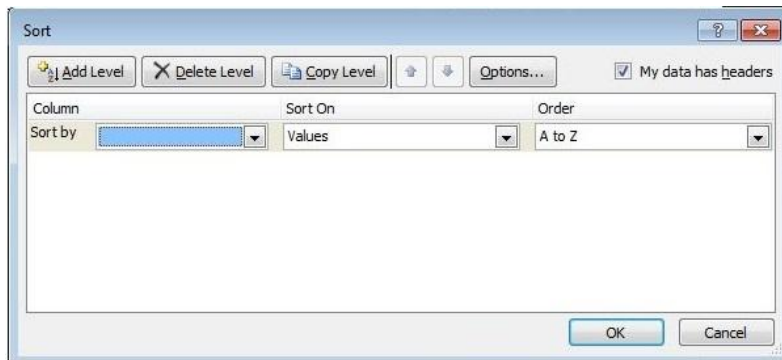
c. Remove the duplicates by selecting all the columns with data, click on the Data tab of Excel, then selecting Remove duplicates. The dialog box will open for the columns you are comparing for duplicate data. Leave all boxes selected except Encounter date and click OK.
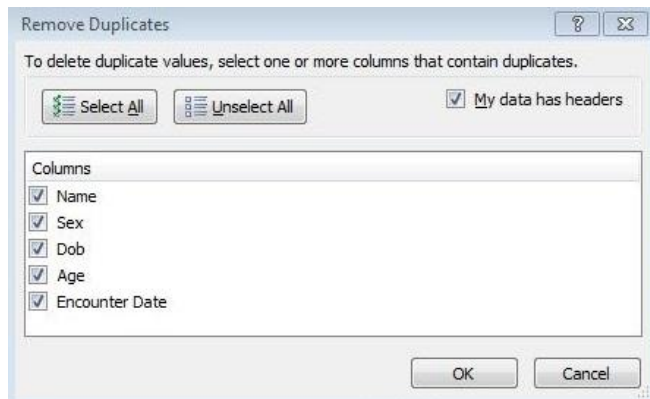
d. Scroll through the list and remove all test patients and any other non-patient information (when the list is sorted alphabetically, the report title will usually land in the middle of the report and will need to be removed).

| 48 | Report Search Criteria: 0-17 years old | answered yes to threatened or forced to have sex | | | | |

5. Any individuals appearing on the new report who are not on the master document will need to be researched.
    a. Look into the record to see what qualified them to populate on the report. Assess to see all necessary documentation is present within the record.
    b. Update the master document with patient's information and save. Updating the master document with the names of patients appearing on the new report even when not applicable will keep the two lists consistent.

6. Repeat process for each individual report. Remember only one report can be selected (check box marked in list of Registry Reports) and the previously ran report has to be closed (excel document) before a new one can be generated.