



Scheduled and OnDemand Reports - DEEOIC

Quick Reference Guide

OnDemand Reports

OnDemand reports are reports with a pre-defined format executed to retrieve real-time data. These reports are developed and reside in Cognos Analytics. By clicking on the specific report's hyperlink, authorized users initiate available OnDemand reports through the OnDemand Reports link from the External Links quick access button within the WCMBP System.

How to Generate OnDemand Reports

WITHIN WCMBP SYSTEM

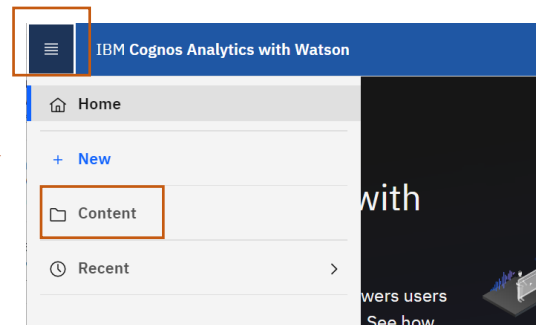
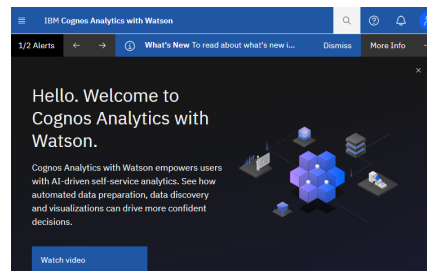
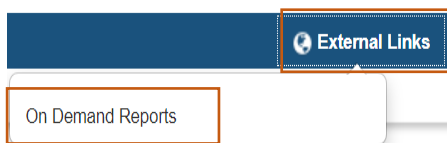
SELECT
EXTERNAL
LINKS BUTTON
WITHIN THE
WCMBP
SYSTEM

SELECT ON DEMAND REPORTS LINK

COGNOS ANALYTICS HOMEPAGE

SELECT MENU ICON

SELECT CONTENT

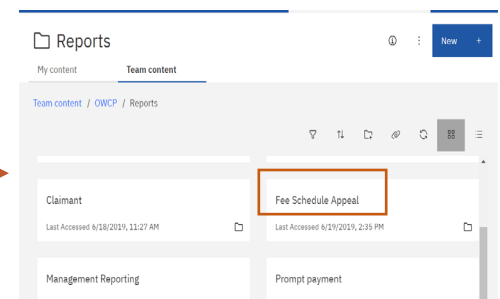
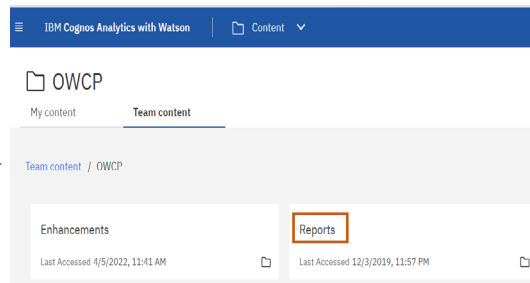
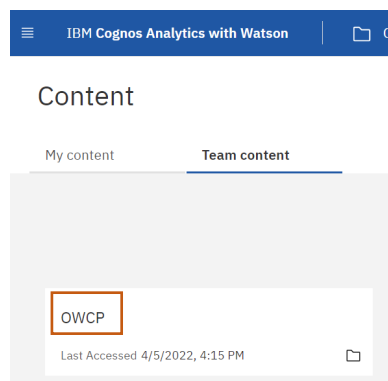


WITHIN COGNOS ANALYTICS

UNDER TEAM
CONTENT TAB, SELECT
OWCP FOLDER

SELECT REPORTS FOLDER

SELECT THE REQUIRED REPORT
SUBFOLDER





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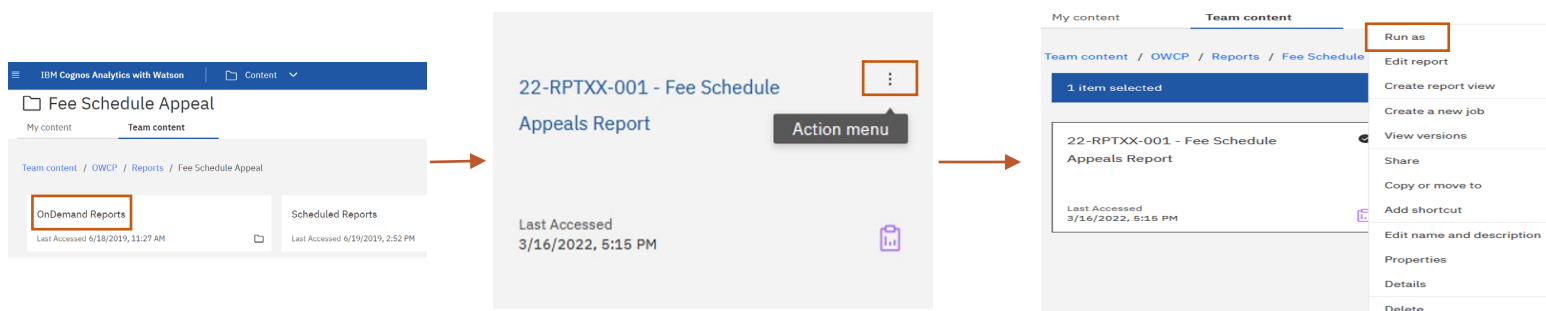
OnDemand Reports - Continued

WITHIN COGNOS ANALYTICS

SELECT ON-DEMAND REPORTS

SELECT ACTION MENU

SELECT RUN AS, TO RUN REPORT



Cognos Analytics allows you to run the report in different formats, including PDF, Excel, CSV, and XML.

Scheduled Reports

Scheduled reports are generated on a pre-defined schedule without user input. Users can subscribe to their desired reports to gain access.

How to Generate Scheduled Reports

WITHIN WCMBP SYSTEM – TO SUBSCRIBE

WITHIN WCMBP SYSTEM – ONCE SUBSCRIBED

SELECT ADMIN TAB
WITHIN THE WCMBP
SYSTEM

SELECT REPORTS
SUBSCRIPTION LINK

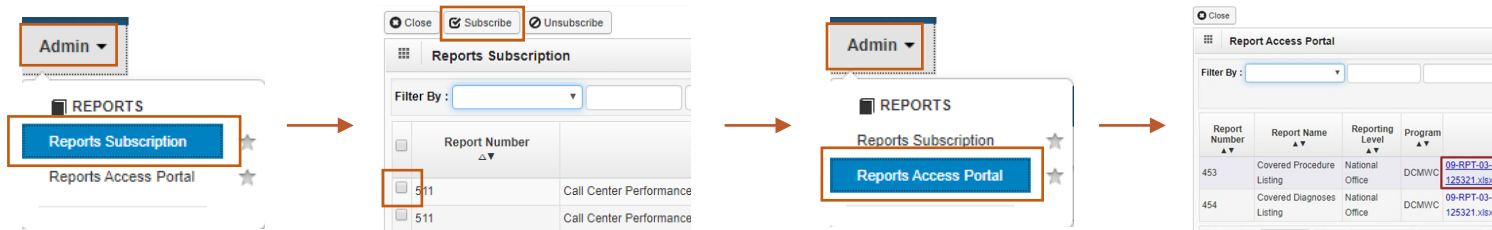
SELECT REPORT
CHECKBOX

SELECT SUBSCRIBE
BUTTON

SELECT ADMIN
TAB

SELECT REPORTS
ACCESS PORTAL

OPEN REPORTS



After subscribing to reports and accessing the Reports Access Portal page, select the blue hyperlink for the report you want to view. This will open the Excel file for the selected report.

Refer to the next page for an example of how to use the filter fields to search for available Scheduled Reports. You will also find a list of available reports for your program.



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Using the Filter Fields to Search for Scheduled Reports

1. To search for a specific report or group of reports you can use the filter fields above the list of reports. You will start by selecting the drop-down next to **Filter By**. The available filter criteria in the drop-downs are as follows:
 - Business Area (example criteria - Pharmacy, Bill Resolution, Management Reporting)
 - Report Category (example criteria – Business)
 - Report Name (example criteria – Overpayment Detail Report)
 - Report Number (example criteria – 497, 514, 621)
 - Report Type (example criteria – Scheduled)
 - Reporting Level (example criteria – National Office, District Office)
 - Run Frequency (Example criteria – Daily, Weekly, Monthly, Quarterly)
 - Subscription Status (example criteria – Not Subscribed, Subscribed)
2. In the blank field next to the Filter By drop-down, you will enter the criteria for the chosen Filter By option. See example criteria for each Filter By option in the bulleted list above. You can also have more than one filter option for your search. Next to **And**, is another drop-down that allows you to select an additional search option. To the right of that drop-down, you can enter the applicable search criteria.
3. After entering in your criteria, select the **Go** button.
4. You can save the filter you just used by selecting the **Save Filter** button. After saving the filter, you can find the saved filter by selecting the **My Filters** button.

The screenshot shows the 'Reports Subscription' filter interface. Callout 1 points to the 'Filter By' dropdown menu. Callout 2 points to the input field next to the dropdown and the 'And' dropdown. Callout 3 points to the 'Go' button. Callout 4 points to the 'Save Filter' and 'My Filters' buttons.

OnDemand Reports

Report Name	Subsystem
Bill Processing Adjudication Summary	Bill Processing
Fee Schedule Appeals Report	Fee Schedule Appeal
Medical Bill Audit Sample Report	Management Reporting
History File Reconciliation Report	Payment File Process
Prompt Pay Bill Timeliness Report	Prompt Payment
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment
Cost Summary Report for Home Health Services	Prompt Payment
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment

Refer to the next pages for a list of available **Scheduled Reports** for your program



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Scheduled Reports

Report Name	Subsystem	Frequency
Prompt Pay Bill Timeliness Report	Prompt Payment	Monthly
Covered Procedure Listing	Bill Processing	Quarterly
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment	Weekly
Claims Paid for Prompt Pay Diagnostics Services	Prompt Payment	Weekly
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment	Weekly
Prompt Payment Act (PPA) Financial Summary Report of Denied Determination Test and OWCP Consultant Bills	Prompt Payment	Weekly
Prompt Payment Act (PPA) Report of Prompt Pay Testing and OWCP Consultant Bills in Suspense File	Prompt Payment	Weekly
Case Statistical Details Report	Claimant Eligibility & Third Party Liability	Weekly
Case Statistical Summary Report	Claimant Eligibility & Third Party Liability	Weekly
Energy Claimant Status Load Information Report	Claimant Eligibility & Third Party Liability	Weekly
Provider Enrollment Statistical Report Card	Provider Enrollment and Management	Monthly
Authorizations Pending Activity Over 3 Days	Authorizations	Daily
CE Authorized Surgical Report	Authorizations	Weekly
OWCP Daily Authorization Maintenance Report	Authorizations	Daily
Prior Authorizations Processed Statistical Report Card	Authorizations	Monthly
Provider EFT Register	Payment Files Process: RV/EFT and 1099	Weekly
Treasury Payment Summary Report	Payment Files Process: RV/EFT and 1099	Weekly
History File Reconciliation Report	Payment Files Process: RV/EFT and 1099	Weekly
Check Void History Update Report	Payment Files Process: RV/EFT and 1099	Weekly
Claimant Check Register	Payment Files Process: RV/EFT and 1099	Weekly
Provider Check Register	Payment Files Process: RV/EFT and 1099	Weekly
Final Payment Summary	Payment Files Process: RV/EFT and 1099	Weekly
Voucher and Schedule of Payments (Check and EFT)	Payment Files Process: RV/EFT and 1099	Weekly

Refer to the next page for the rest of the available **Scheduled Reports** for your program



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Scheduled Reports Continued

Report Name	Subsystem	Frequency
Fee Schedule Appeals Report	Fee Schedule Appeal	Weekly
Medical Bill Audit Sample Report	Management Reporting	Monthly
EDI Statistical Report Card	Management Reporting	Monthly
Unlisted J-codes Pricing Report	Bill Processing	Weekly
Bill Support Statistical Report Card	Bill Processing	Monthly
Bill Resolutions Statistical Report Card	Bill Resolution	Monthly
History Credits Detail Report	Adjustment Processing	Weekly
Bill Processing Errors Audit Detail Report	Bill Processing	Weekly
Suspended Bills by Number of Days Held	Bill Processing	Weekly
Bill Resolution Trend Analysis Report	Bill Resolution	Weekly
Cost Summary Report for Home Health Services	Prompt Payment	Monthly
Overpayment Detail Report	Adjustment Processing	Weekly
Suspended Bills Over \$50,000.00 and less than \$1,000,000.00	Bill Processing	Weekly
Suspended Bills Over \$1,000,000.00	Bill Processing	Weekly
Paid and Denied Medical Bills per Month	Bill Processing	Monthly
Authorizations in "F" (Further Review) Status	Authorizations	Weekly
Claimant EFT Register	Payment Files Process: RV/EFT and 1099	Weekly
Remittance Activity Control Totals	Payment Files Process: RV/EFT and 1099	Weekly
DOL User Access Re-certification Report	Management Reporting	Monthly
DOL User Access Re-certification Report	Management Reporting	Quarterly
Authorizations in "F" (Further Review) Status	Authorizations	Weekly
Suspended Bills Over \$30,000.00 and less than \$50,000.00	Bill Processing	Weekly
Medical Bill Audit Sample Yearly Report	Management Reporting	Yearly
TeleHealth Bills Report	Bill Processing	Weekly
Case Statistical In-Review Details Report	Claimant Eligibility & Third Party Liability	Daily
Treatment Suite Quarterly Fiscal Year Savings Report	Treatment Suites	Quarterly
Providers with Licenses Expiration in 30-60-90 day Report	Provider Enrollment and Management	Monthly
Providers with expired license Report	Provider Enrollment and Management	Monthly
Deactivated Providers Report	Provider Enrollment and Management	Monthly
WCMBP Congressional Summary Report - Monthly	Management Reporting	Monthly



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Report Name	Subsystem	Frequency
WCMBP Congressional Summary Report - Yearly	Management Reporting	Yearly
Forced and Denied Exception Monitoring Report	Bill Processing	Daily
Edit Denials and Total Denied Amount Report	Bill Processing	Quarterly
Edit Denials and Total Denied Amount Report	Bill Processing	Yearly
Cumulative Aged Suspense Report	Bill Processing	Daily
Bill Processing Adjudication Summary	Bill Processing	Daily
District Medical Consultant Monthly Report	Bill Processing	Monthly
Prompt Payment Act (PPA) Financial Summary Report of Paid Prompt Pay and OWCP Consultant Bills	Prompt Payment	Weekly