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Ad-Hoc Report
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An Admin level user has access to this group-wide report on the web portal.

1. Log in to portal.mdtech.com and navigate to the Ad-Hoc report in the menu by selecting Charge Capture > Reports > Operations > Ad-Hoc Report.

2. You can filter this report by date of charge entry, date of service, provider who entered the charge, location, payor group, or a combination thereof. Once submitted, this report will show patient name, date of birth, admit and discharge date, number of charges and payor on the web portal. Additionally, if you select the export excel button on the right side below the submit button after running the report, you can download an excel sheet that contains more data such as CPT, ICD, provider name, date and location of service, etc.

> **Tip:** This report will run in 6 month increments. If you need a longer range than 6 months, you can use the filters to run multiple reports - i.e., run one for January through June, and a second for July through December.