Barcode Medication Administration (BCMA) audit reports are available to identify scan compliance and safety targets. Department managers can use the Reporting Portal within Cerner Millennium to help measure compliance by monitoring the BCMA audit reports that are available.

Accessing the Reporting Tool

STEP 1: Within the links toolbar, select Reporting Portal.

STEP 2: Enter your username and password in the Cerner login window.

STEP 3: Click **OK**.

STEP 4: In the search window, type BCMA.

STEP 5: Click the report.

STEP 6: Click **Run**.

STEP 7: Select the desired report from the drop-down next to ***Choose a Report**.

- Report Examples:

  o **Patient Mismatch – Details**: report will indicate when the FIN on the wristband does not match the FIN in the chart at the time of scanning

  o **Scan Bypasses – Details**: specifies the number of times a patient barcode and medication were bypassed; includes names and details of medication as well as clinician that bypassed scan(s)

  o **Scan Compliance Report**: allows a practice/department to audit the percentage of scanned barcodes (includes patient barcode and medication scans)

STEP 8: Modify the ***Begin Date/Time** and ***End Date/Time**.

STEP 9: Choose the **Facility** from the drop-down.

STEP 10: Select the **Nursing Unit** (choose the encounters associated with your department/location).
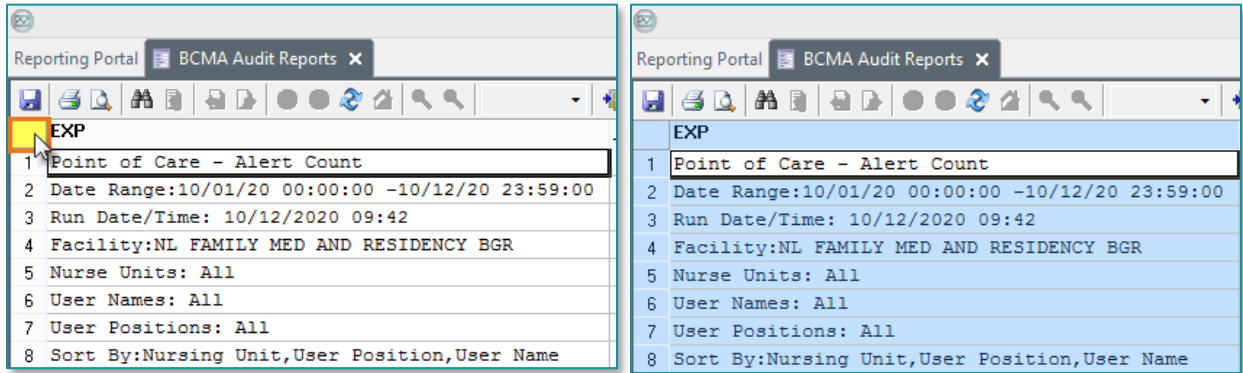
- **Any(*)** can be selected when running the report.
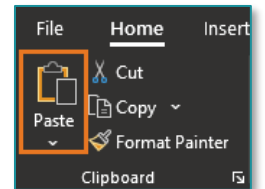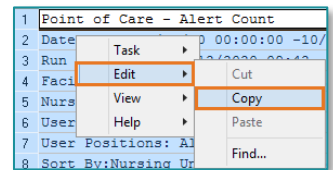
STEP 11: Click **Execute**.

NOTE: To import data from the report to email, or for further analyzation, please follow the steps below.

Import to Excel

➢ Within the BCMA report, click the box in the uppermost left-hand corner of the worksheet.

➢ The data will be selected on the worksheet.

➢ Open a new Excel document.

➢ Within the **BCMA report**, right-click and select **Edit → Copy** from the floating menu.

➢ From the **Excel** worksheet, **right-click** within cell **A1**, in the uppermost left-hand corner of the worksheet.

➢ Click the **Paste** button, located under the **Home** tab.

➢ The **data** from the report will import into the Excel worksheet, where it can be saved and used for reporting purposes.

Nurse Uni	All Charte	Medications Administered with Patient Wristb	Medications Administered without Patient Wrist	Compliance Rate of All Medications
ER_T	12	12	0	100.00%
ER_T	49	49	0	100.00%
ER_T	38	34	4	89.47%
ER_T	7	7	0	100.00%
ER_T	21	19	2	90.48%
ER_T	69	57	12	82.61%
ER_T	28	28	0	100.00%
ER_T	94	77	17	81.91%
ER_T	14	13	1	92.86%
ER_T	16	14	2	87.50%
ER_T	107	93	14	86.92%
ER_T	69	69	0	100.00%
ER_T	89	84	5	94.38%

Creating Report Favorites

Reports can be saved as favorites to lessen search time within the Reporting Portal.

➢ In the search window, type **BCMA**.

➢ In the right column **labeled Favorite**, click the **star**.

   o The report is now labeled as a **favorite**, and can be found within the **My Favorites** tab