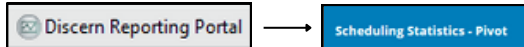# Cerner extract - virtual visit appointments
Clinician resource

This document outlines the step-by-step process to pull virtual visit extracts from Cerner. These extracts can be used to help with cut-over from Zoom to MS Teams.
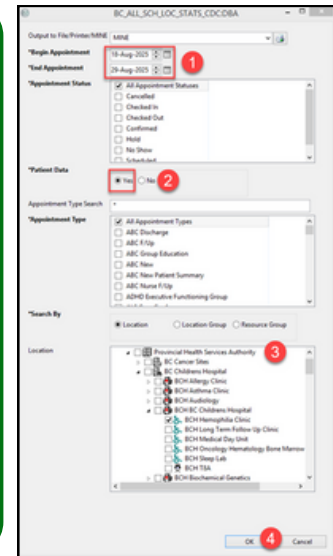
Open Discern Reporting Portal and pulling a report

Click the Discern Reporting Portal - CST icon found on your device. Search and select the '**Scheduling Statistics - Pivot**' report and click '**Run**'.
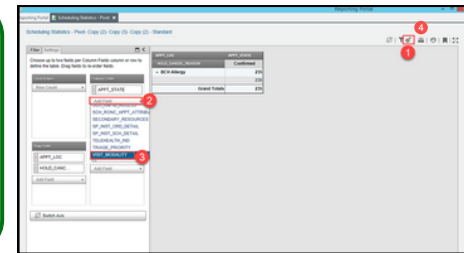

Adjust the parameters:
1. Choose the **date range**
2. Click '**Yes**' next to '**Patient Data**'
3. **Choose the desired location** by using the arrows (most clinics are built as their own location, while others are built under the main hospital). Click '**OK**' to open the report.

Adjust settings and download report

1. Once the report opens click on the **settings icon** to adjust the parameters.
2. Click '**Add Field**'
3. Scroll to the bottom and choose '**VISIT_MODALITY**' to display additional details.
4. Click the **download icon to** download an Excel copy of the report.

Open in Excel and copy to a new file

Once the reporting opens in Excel, we need to copy it to a new file to save it.
1. **Select all fields** in the report (Ctrl A) and **copy** (Ctrl C).
2. Open a **new spreadsheet** and **paste** (Ctrl P) the content into the new file.
3. Click **View > Freeze Panes** and select '**Freeze Top Row**'.
4. Select the top row and click: **wrap text,** make **bold**, then **colour** the column.
5. Select the top arrow to highlight all columns (see screenshot)
   a. Click **Home** > **Sort and Filter** > **Filter.**
6. Hide columns that <u>aren't relevant</u> for cut-over.
   a. Relevant information could include: patient info, PHN, provider, appointment date/time and visit modality.
7. Find the column for 'visit modality' and use the filter to **select all the virtual visit modalities**.
8. Save the document with the clinic name and dates.
   a. E.g. BCH Allergy Clinic July 21-Aug 22.