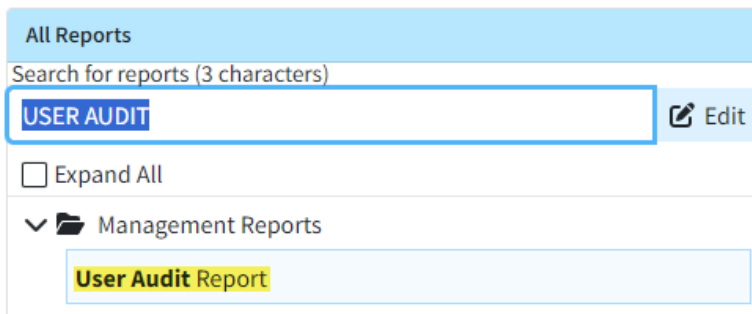


View Enhanced Auditing History for Multiple Records (User Audit Report)

† Modified on 03/13/2025 1:30 pm EDT

The User Audit Report now allows you to track modifications, changes, and updates made by users within the system for multiple records simultaneously. It includes a new Audit ID column with hyperlinks that, when clicked, will open the audit history for that record with details of every change.

1. Select **Reports > Viewer**
2. Find the **User Audit Report**



The screenshot shows a search interface for reports. At the top, there is a header 'All Reports'. Below it is a search bar with the placeholder text 'Search for reports (3 characters)'. The search bar contains the text 'USER AUDIT' and an 'Edit' button with a pencil icon. Below the search bar, there is a checkbox labeled 'Expand All'. Underneath, there is a folder icon labeled 'Management Reports'. Inside this folder, the 'User Audit Report' is listed and highlighted with a yellow background.

3. Click the report
4. Select your filters:

 Save time by saving your most commonly used filters by clicking the **Save Filters** button. Once saved, you can load them by clicking the **Saved Filters** button and loading your filters.

1. General Filters:

1. Use the **Audit Entity ID** to filter by specific audit entity ID (sequence #).
2. Use the **Audit Patient ID** to filter by a specific patient in the database.
3. Use the **Audit Entered Date** to filter by a specific date or date range.
4. Use the **Audit Action** drop-down to filter by specific action(s) (Create, Modify, Delete).
5. Use the **Audit Type** drop-down to filter by specific type(s) (Practice, Providers, Payers, etc.).

2. Customer Filters:

1. Use the **Customer** filter to define which customer(s) the report will pull the data from.

3. Audit Username Filters:

1. Use the **Audit Username** filter to select specific user(s) to audit within the report.

5. After selecting your filters, click **Run Report**.

6. **Optional:** When running a report for more than one customer, you'll be asked if you would like to separate this report per customer.

1. **Yes, Separate** will run the report for the selected customers but separate the results for each customer. When the report results are displayed, click on the Show results for the drop-down menu to select a customer.

2. **No, Combine** will combine the results for all selected customers.

7. Within the results window, click the Audit ID hyperlink (in the Audit ID column) for the record you want to see the audit details expanded.

Audit ID	Audit Username	Audit Action	Audit Type	Audit Entered Date	Audit Entity ID
2551532851	skalam	Create	Payer	07/18/2024 14:53:39	13210364
2575638638	irenelopez	Modify	Payer	08/14/2024 08:16:03	10013917
2575645643	josephmuniz	Modify	Payer	08/15/2024 13:50:02	13096074
2575645645	josephmuniz	Modify	Payer	08/15/2024 13:50:33	13096074
2575645655	josephmuniz	Delete	Payer	08/15/2024 15:39:14	12102405
2575645656	josephmuniz	Create	Payer	08/15/2024 15:40:01	13216399
2575645657	josephmuniz	Create	Payer	08/15/2024 15:41:55	13216400
2575645658	josephmuniz	Modify	Payer	08/15/2024 15:42:59	13216400
2575645659	josephmuniz	Modify	Payer	08/15/2024 15:43:38	13216400
2575645660	josephmuniz	Modify	Payer	08/15/2024 15:43:56	13216400

8. The expanded audit history will display the changed field name, the old value, and the new value.

Payer History: HUMANA

2575645643



> Thursday, 08/15/2024 at 1:50 PM GMT-4
1 change made by user *josephmuniz*

Audit ID: 2575645645

Thursday, 08/15/2024 at 1:50 PM GMT-4
1 change made by user *josephmuniz*

Audit ID: 2575645643

Field	Old Value	New Value
Process PR-242 as an Adjustment when an ERA is posted, rather than as Unpaid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

History not available for updates made before 08/26/2024

Close

9. Once finished, click **Close**.