

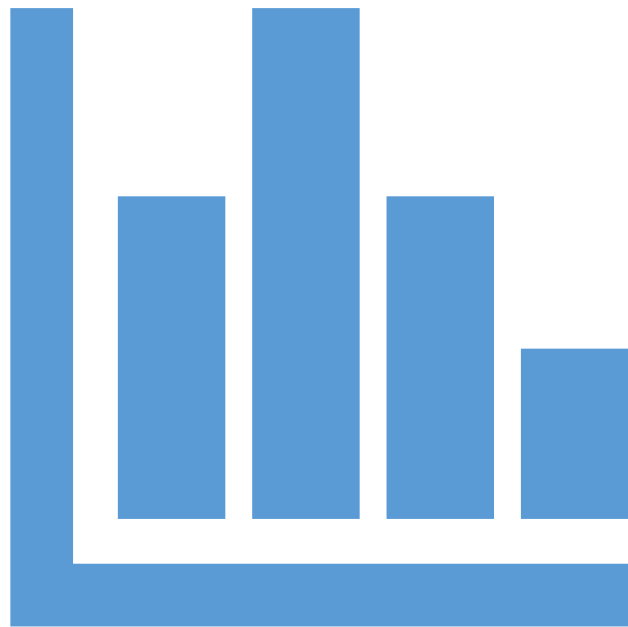
Report Creation and Data Visualization samples



Here are a few examples of reports I made, followed by an annotated version of the image to show the B2B Best Practices therein. These reports are made in Power BI, with help from Excel, but the Best Practices apply to other Data Visualization platforms as well.



Jonathan Maas
jonmaas1978@gmail.com
310-500-5841
www.theprototyper.design



1 - Executive Highlights Dashboard

Logo Here

Month Ending 11/30/2024

> Monthly

Weekly

NCAL

SCAL

NW

HI

MAS

CO

GA

WA

HB

PB

Clear all filters

Go to Main Report

Monthly Highlights

Lorem

\$138.1bn 4.94%
Lorem YTD **Ipsum YoY%**
 113.1mn 3.6%
Sit YTD **Dolor YoY %**

Ipsum

\$7.0bn 22.9%
Lorem **Ipsum %**
 5.3 9.6
Sit **Dolor**

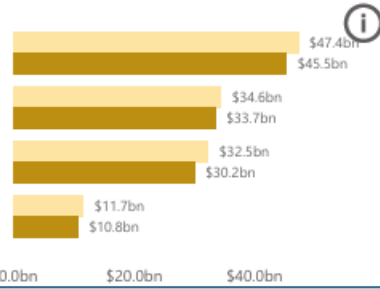
Sit

\$4.9bn 7.0%
Lorem YTD **Ipsum YTD YoY %**
 3.8% 64.3%
Sit % **Dolor %**

Dolor

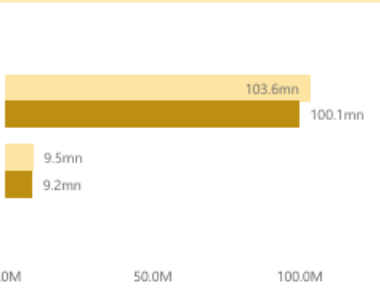
\$134.2bn 12.5%
Lorem YTD **Ipsum YTD YoY%**
 \$904.6mn -1.1%
Sit YTD **Dolor YTD YoY%**

A vs B



Normalized Legend Here

X vs Y



Billable Encounters Legend Here

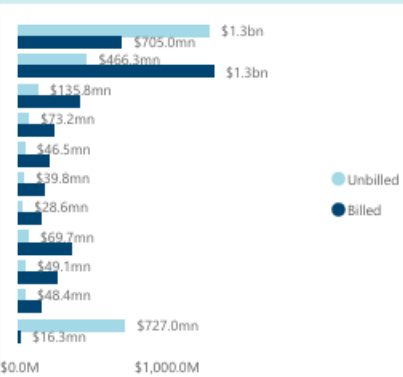
Go to Lorem Report

ABC PY End 19.4

Monthly Trend

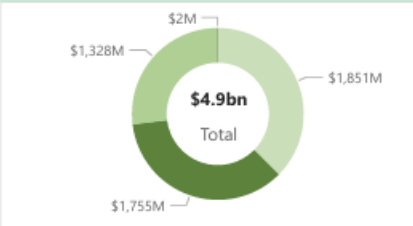


A by Y

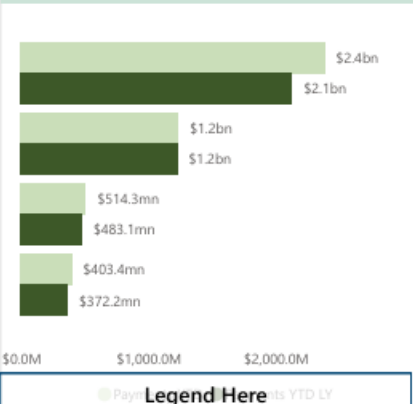


Go to Ipsum Report

YTD Donut Chart



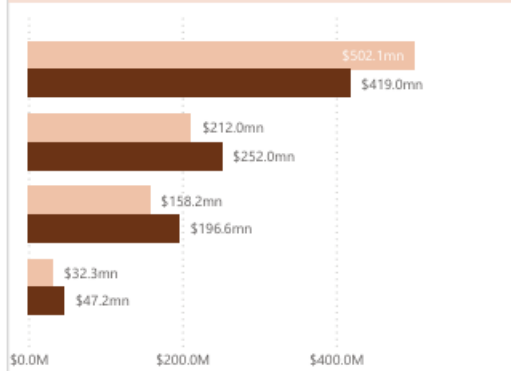
YTD vs. Prior year



Legend Here

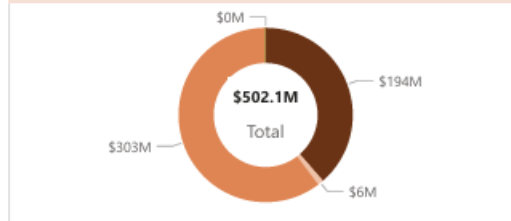
Go to Sit Report

A vs B



Legend Here

YTD Donut Chart 2



Go to Dolor Report

Put extra filters through DAX here

Other Filters Applied-> Delivery Channel: All

Additional Filters



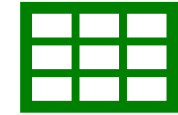
Executive Highlights Annotated

- * Simple color scheme that still separates parts and visualizations
- * High level data optimized for speed – executives need high performance
- * Buttons that lead to more reports
- * Date of data refresh visible on this and all pages
- * All selected filters can be seen on screen or a PPT export



2 – Making a Report for another Analyst

Making a report for an analyst



When making reports for another analyst, remember that it is always about the numbers. Sometime a report full of filterable tables and matrices is all you need.

But still – let's bring them something more than a filterable grid of numbers – while still including the numbers.

In the following pages you'll see instances of an anonymized report page I built, followed by an annotated version of that page showing Best Practices.

Note that the pages are built in Power BI, but the Best Practices therein can be applied to multiple data visualization platforms.

Logo Here

Intro page

Month Ending 11/30/2024

Market

Lorem

Ipsum

NCAL

SCAL

NW

HI

MAS

CO

GA

WA

HB

PB

Capitated Coverage

Non-Capitated KP Coverage

Non-KP Coverage

No Coverage

\$560M

Lorem

\$1.9bn

Ipsum

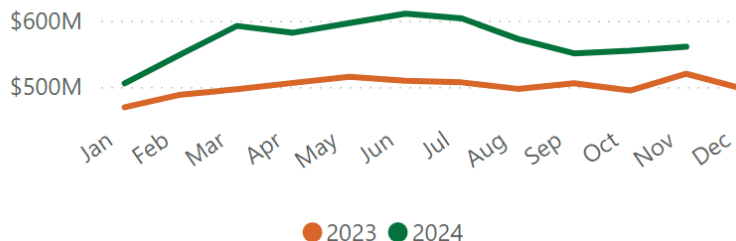
\$1.0bn

Sit

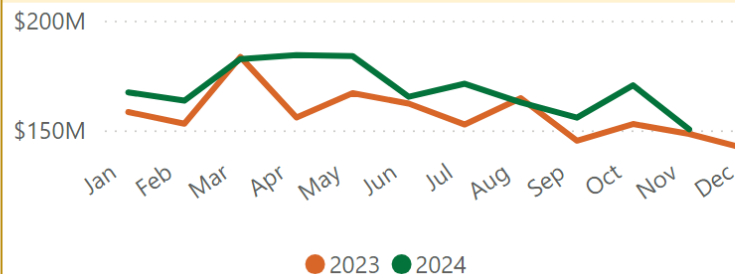
\$390M

Dolor

Lorem



Ipsum



Monthly and Yearly - At a Glance

November 2024

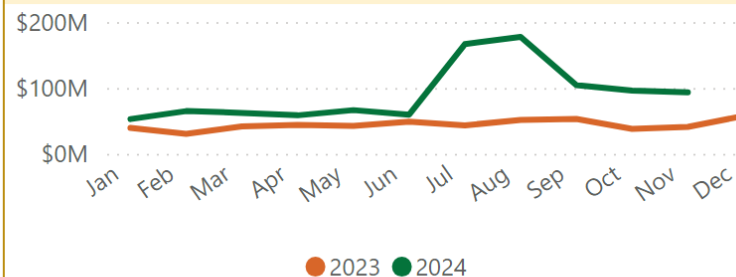
Calculation Table

Comparison	Lorem	Ipsum
Current	\$560,358,922	\$150,388,138
Prior Month	\$554,369,789	\$170,444,473
Current Month to Prior Month	1.08%	-11.77%
YTD	\$560,358,922	\$1,856,541,525
PYTD	\$519,557,297	\$1,742,656,953
YTD to PYTD	7.85%	6.54%
PY End	\$497,187,714	\$1,884,274,509
YTD to PY End	12.71%	-1.47%

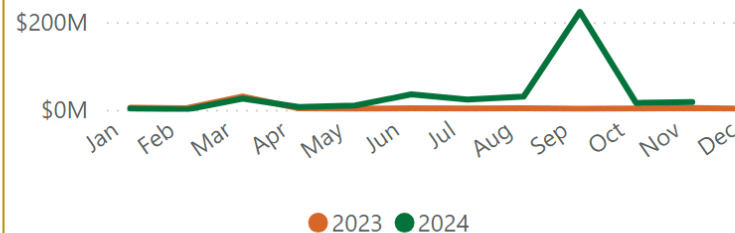
Calculation Table

Comparison	Sit	Dolor
Current	\$93,374,164	\$17,863,188
Prior Month	\$96,003,711	\$15,554,639
Current Month to Prior Month	-2.74%	14.84%
YTD	\$1,001,087,538	\$389,940,668
PYTD	\$472,073,579	\$62,992,316
YTD to PYTD	112.06%	519.03%
PY End	\$529,539,301	\$65,335,465
YTD to PY End	89.05%	496.83%

Sit



Dolor



Logo Here

Intro page

Month Ending 11/30/2024

Market

Lorem

Ipsum

NCAL

SCAL

NW

HI

MAS

CO

GA

WA

HB

PB

Capitated Coverage

Non-Capitated KP Coverage

Non-KP Coverage

No Coverage

Intro page Annotated

\$560M

Lorem

\$1.9bn

Ipsum

\$1.0bn

Sit

\$390M

Dolor

Monthly and Yearly - At a Glance

November 2024

Calculation Table

Comparison	Lorem	Ipsum
Current	\$560,358,922	\$150,388,138
Prior Month	\$554,369,789	\$170,444,473
Current Month to Prior Month	1.08%	-11.77%
YTD	\$560,358,922	\$1,856,541,525
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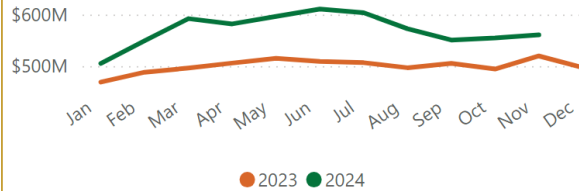
Calculation Table

Comparison	Sit	Dolor
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PY End	\$529,539,301	\$65,335,465
YTD to PY End	89.05%	496.83%

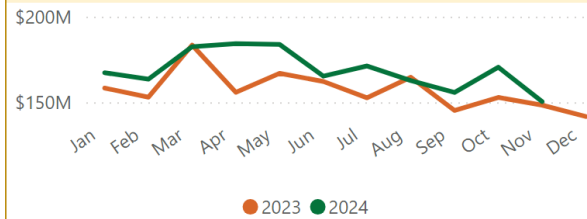
Cards on top can get the analyst thinking in broad terms.

Calculation Tables are a great feature of Power BI – they calculate a series of time-dependent data based on the Current Month – or Week, or Day, or anything you want if you set it up. In many reports they become oversized (and often slow performing) tables, but you can cut them down like you see here.

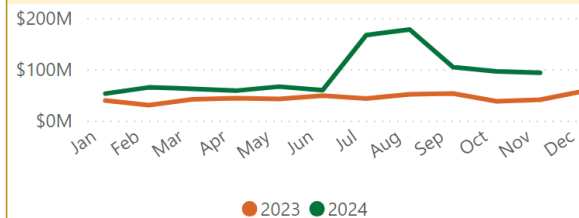
Lorem



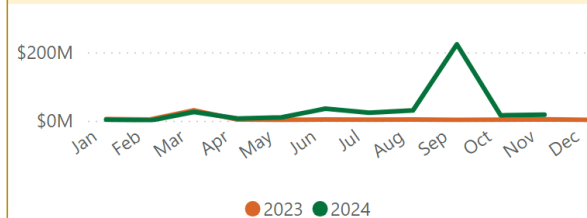
Ipsum



Sit



Dolor



We have thematic colors here, and then break the color pattern for the line charts – it brings a bit of visibility and distinctness through clashing colors.

Market

NCAL	SCAL	NW	HI	MAS	CO	GA	WA
------	------	----	----	-----	----	----	----

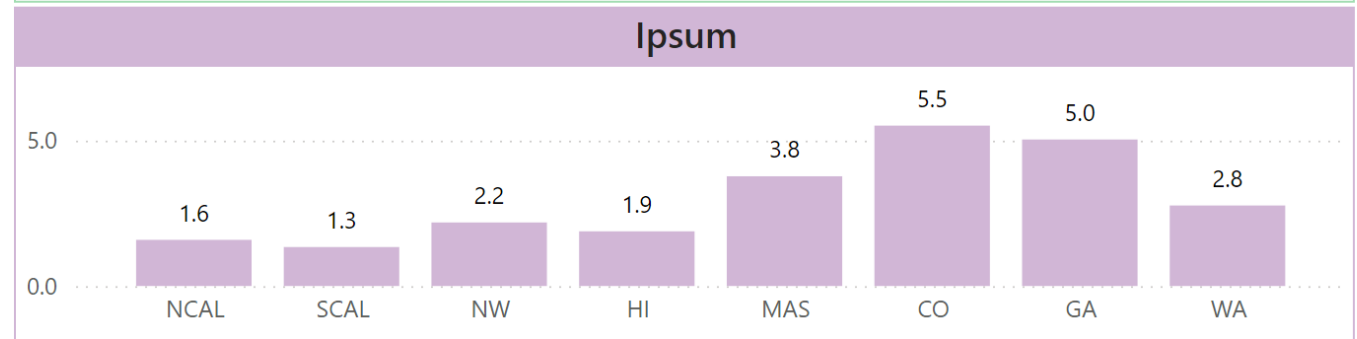
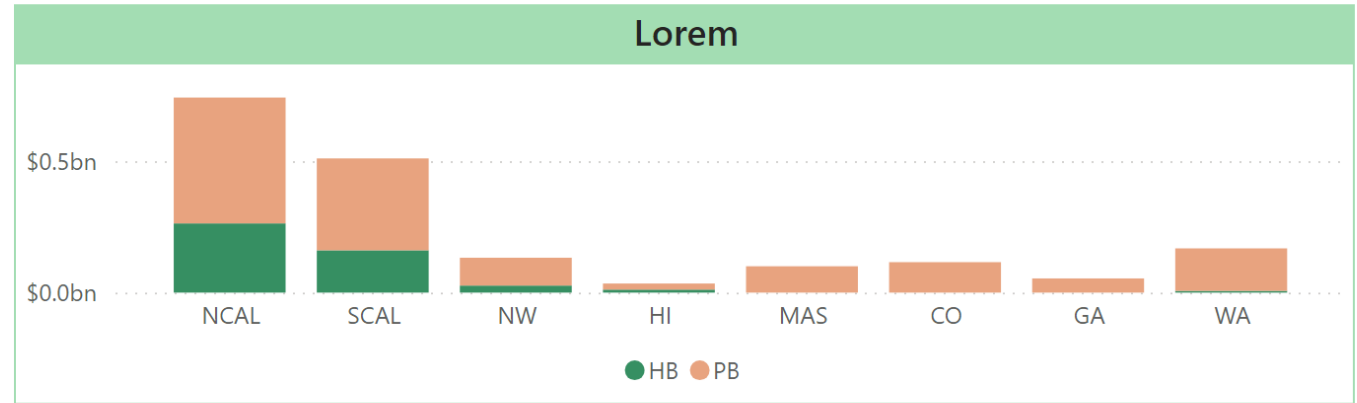
Lorem

HB	PB
----	----

Ipsum

Capitated Coverage	Non-Capitated KP Coverage	Non-KP Coverage	No Coverage
--------------------	---------------------------	-----------------	-------------

Billing System	NCAL	SCAL	NW	HI	MAS	CO	GA	WA	Total
HB									
Lorem	26.2	31.7	30.4	23.2				34.4	28.0
Ipsum %	61.4%	65.1%	60.2%	54.2%				45.2%	62.4%
Sit %	31.9%	30.3%	53.4%	48.5%				75.1%	33.6%
Dolor %	30.1%	28.8%	52.0%	47.5%				73.4%	31.9%
PB									
Lorem	33.6	29.4	26.0	32.1	33.4	25.9	31.6	33.4	31.1
Ipsum %	48.8%	50.9%	48.3%	44.3%	50.2%	59.2%	51.9%	41.9%	50.1%
Sit %	29.7%	36.6%	45.7%	38.6%	52.2%	58.2%	52.9%	45.1%	39.5%
Dolor %	28.4%	35.4%	44.9%	38.3%	51.6%	57.6%	52.5%	43.8%	38.4%



Lorem Ipsum

	NCAL	SCAL	NW	MAS	CO	GA	Total
Lorem	118	142	102	104	65	93	108
Ipsum	5,344	4,506	1,007	901	631	857	13,246
Sit	4,200	3,815	1,033	916	826	1,147	11,937

Calc Group Table

Forecast (Monthly) Calc Items	NCAL	SCAL	NW	HI	MAS	CO	GA	WA	Total
Current	\$835,561	\$1,178,531	\$100,487	\$129,126	\$408,780	\$57,330	\$7,682	\$36,861	\$2,754,358
YTD	\$15,731,377	\$9,821,265	\$1,211,116	\$1,056,498	\$3,552,523	\$217,016	\$256,206	\$467,394	\$32,313,394
Current Year Annualized	\$17,161,502	\$10,714,107	\$1,321,217	\$1,152,544	\$3,875,479	\$236,745	\$279,498	\$509,884	\$35,250,976
PY End	\$23,036,836	\$17,667,826	\$1,429,147	\$2,072,359	\$4,546,169	\$446,356	\$228,673	\$1,003,887	\$50,431,253
Current Year Annualized / PY End	74.50%	60.64%	92.45%	55.62%	85.25%	53.04%	122.23%	50.79%	69.90%

Market

NCAL	SCAL	NW	HI	MAS	CO	GA	WA
------	------	----	----	-----	----	----	----

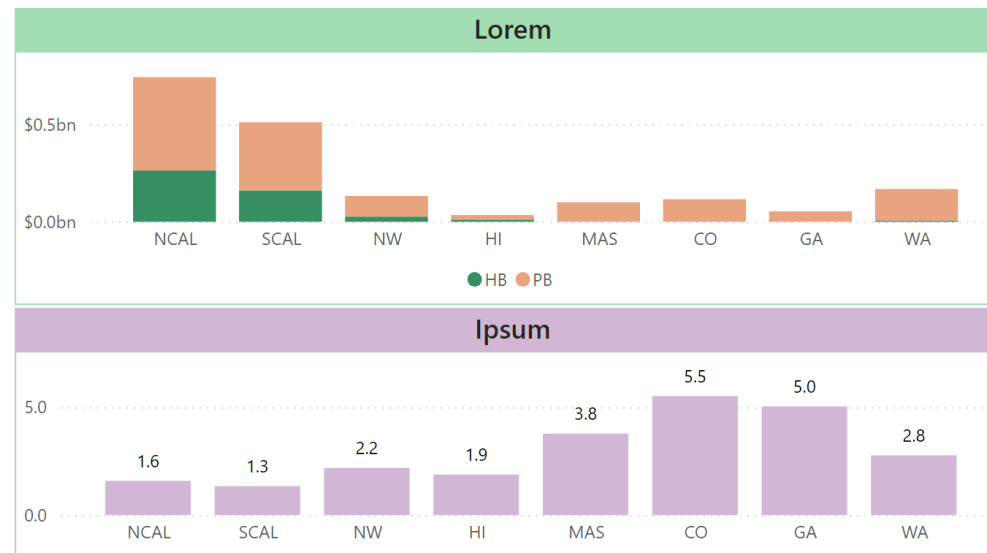
Lorem

HB	PB
----	----

Ipsum

Capitated Coverage	Non-Capitated KP Coverage	Non-KP Coverage	No Coverage
--------------------	---------------------------	-----------------	-------------

Billing System	NCAL	SCAL	NW	HI	MAS	CO	GA	WA	Total
HB									
Lorem	26.2	31.7	30.4	23.2				34.4	28.0
Ipsum %	61.4%	65.1%	60.2%	54.2%				45.2%	62.4%
Sit %	31.9%	30.3%	53.4%	48.5%				75.1%	33.6%
Dolor %	30.1%	28.8%	52.0%	47.5%				73.4%	31.9%
PB									
Lorem	33.6	29.4	26.0	32.1	33.4	25.9	31.6	33.4	31.1
Ipsum %	48.8%	50.9%	48.3%	44.3%	50.2%	59.2%	51.9%	41.9%	50.1%
Sit %	29.7%	36.6%	45.7%	38.6%	52.2%	58.2%	52.9%	45.1%	39.5%
Dolor %	28.4%	35.4%	44.9%	38.3%	51.6%	57.6%	52.5%	43.8%	38.4%



Lorem Ipsum

	NCAL	SCAL	NW	MAS	CO	GA	Total
Lorem	118	142	102	104	65	93	108
Ipsum	5,344	4,506	1,007	901	631	857	13,246
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Current Year Annualized	\$17,161,502	\$10,714,107	\$1,321,217	\$1,152,544	\$3,875,479	\$236,745	\$279,498	\$509,884	\$35,250,976
PY End	\$23,036,836	\$17,667,826	\$1,429,147	\$2,072,359	\$4,546,169	\$446,356	\$228,673	\$1,003,887	\$50,431,253
Current Year Annualized / PY End	74.50%	60.64%	92.45%	55.62%	85.25%	53.04%	122.23%	50.79%	69.90%

Comparisons page Annotated

Add as much numeric detail as you can without overloading the analyst.

Calculation tables like this can perform slowly, but once loaded they provide a lot of detail.

Add a bit of conditional formatting to tables if you can, but only if the analyst wants it. Also consider what they are looking for – some want to see only the bad things, some want to see the opportunity in high performers. Some want a bit of both. Some want shading, some want arrows.

Logo Here

Monthly Anonymized Inquiries

Month Ending 11/30/2024

Market

Lorem

Ipsum

NCAL

SCAL

NW

HI

MAS

CO

GA

WA

HB

PB

Capitated Coverage

Non-Capitated KP Coverage

Non-KP Coverage

No Coverage

Lorem Ipsum

YTD Average

Non-Member

107.7

True Self Pay/Uninsured

92.8

Member

29.3

PY Average

Non-Member

87.7

True Self Pay/Uninsured

56.4

Member

29.7

Month	Member	Non-Member	True Self Pay/Uninsured
2023 Nov	38.2	99.9	67.9
2023 Dec	30.3	98.1	59.3
2024 Jan	28.5	97.0	59.4
2024 Feb	35.4	99.4	69.7
2024 Mar	31.1	114.5	74.5
2024 Apr	28.5	127.6	89.5
2024 May	27.4	112.9	94.3
2024 Jun	28.3	104.1	125.8
2024 Jul	28.3	106.9	114.4
2024 Aug	27.2	104.2	104.5
2024 Sep	28.8	105.9	94.7
2024 Oct	27.6	106.4	105.4
2024 Nov	30.0	112.3	96.5

Sit Dolor

YTD Average

Non-Member

106.1

True Self Pay/Uninsured

98.2

Member

81.4

PY Average

True Self Pay/Uninsured

76.0

Non-Member

61.2

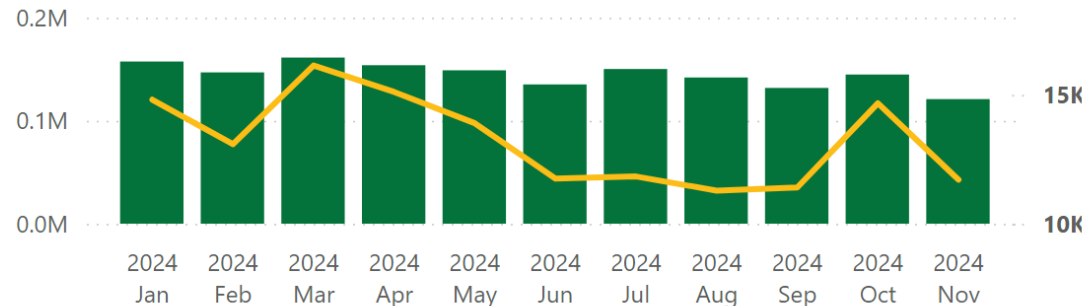
Member

53.9

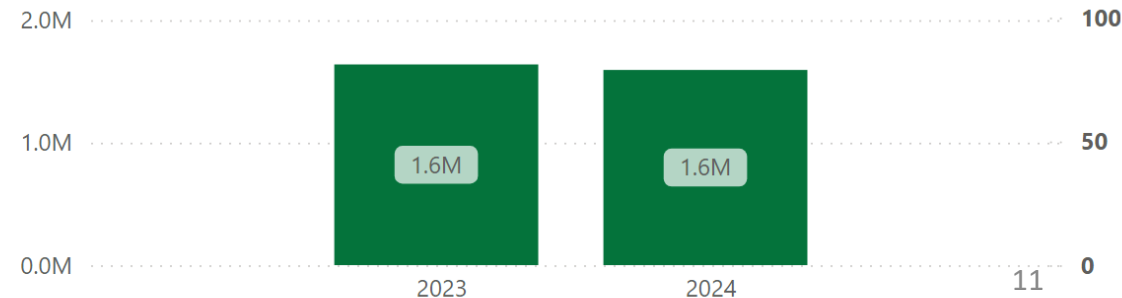
Month	Member	Non-Member	True Self Pay/Uninsured
2023 Nov	60.0	64.4	82.5
2023 Dec	76.2	100.0	110.2
2024 Jan	69.7	85.3	86.2
2024 Feb	66.7	90.7	83.0
2024 Mar	56.3	81.4	69.2
2024 Apr	68.8	102.1	85.6
2024 May	67.4	103.0	85.3
2024 Jun	70.4	90.9	91.6
2024 Jul	101.3	104.8	112.9
2024 Aug	109.7	130.6	130.6
2024 Sep	98.2	115.1	115.1
2024 Oct	86.5	125.2	93.3
2024 Nov	88.6	122.5	100.5

Note: PB-RX and PB-Dental are excluded in Cycle Time metrics above.

Lorem - YTD by Month



Ipsum - YoY comparison



Logo Here

Monthly Anonymized Inquiries

Month Ending 11/30/2024

Market

Lorem

Ipsum

NCAL SCAL NW HI MAS CO GA WA

HB PB

Capitated Coverage Non-Capitated KP Coverage Non-KP Coverage No Coverage

Lorem Ipsum

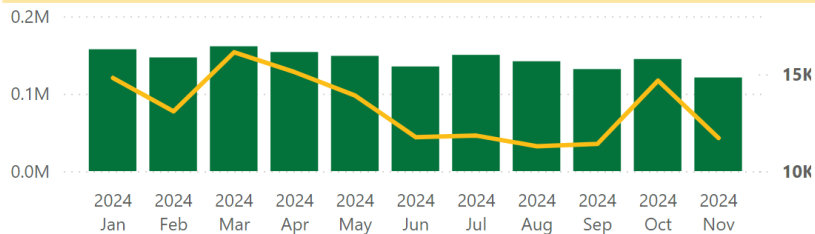
YTD Average	Month	Member	Non-Member	True Self Pay/Uninsured
Non-Member				
107.7	2023 Nov	38.2	99.9	67.9
	2023 Dec	30.3	98.1	59.3
True Self Pay/Uninsured				
92.8	2024 Jan	28.5	97.0	59.4
	2024 Feb	35.4	99.4	69.7
Member				
29.3	2024 Mar	31.1	114.5	74.5
	2024 Apr	28.5	127.6	89.5
	2024 May	27.4	112.9	94.3
	2024 Jun	28.3	104.1	125.8
PY Average				
Non-Member				
87.7	2024 Jul	28.3	106.9	114.4
	2024 Aug	27.2	104.2	104.5
True Self Pay/Uninsured				
56.4	2024 Sep	28.8	105.9	94.7
	2024 Oct	27.6	106.4	105.4
Member				
29.7	2024 Nov	30.0	112.3	96.5

Sit Dolor

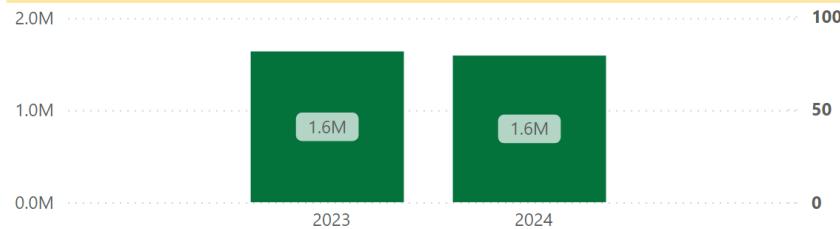
YTD Average	Month	Member	Non-Member	True Self Pay/Uninsured
Non-Member				
106.1	2023 Nov	60.0	64.4	82.5
	2023 Dec	76.2	100.0	110.2
True Self Pay/Uninsured				
98.2	2024 Jan	69.7	85.3	86.2
	2024 Feb	66.7	90.7	83.0
Member				
81.4	2024 Mar	56.3	81.4	69.2
	2024 Apr	68.8	102.1	85.6
	2024 May	67.4	103.0	85.3
PY Average				
True Self Pay/Uninsured				
76.0	2024 Jun	70.4	90.9	91.6
	2024 Jul	101.3	104.8	112.9
Non-Member				
61.2	2024 Aug	109.7	130.6	130.6
	2024 Sep	98.2	115.1	115.1
	2024 Oct	86.5	125.2	93.3
Member				
53.9	2024 Nov	88.6	122.5	100.5

Note: PB-RX and PB-Dental are excluded in Cycle Time metrics above.

Lorem - YTD by Month



Ipsum - YoY comparison



Numbers page Annotated

Sometimes the data is displayed best as numbers. Still, make it interesting if you can – add a few multi row Cards to supplement the table, and be sure to thematically group all content, or at least separate it with a line.

If there is space for a visualization or two, make sure it either says something the table can not, and/or fits in with the theme. These tables are a bit of both – they show YTD trends, and YoY trends, but you can see the trends a bit better than in a table.

Market

NCAL	SCAL	NW	HI	MAS	CO	GA	WA
------	------	----	----	-----	----	----	----

Lorem

HB	PB
----	----

Ipsum

Capitated Coverage	Non-Capitated KP Coverage	Non-KP Coverage	No Coverage
--------------------	---------------------------	-----------------	-------------

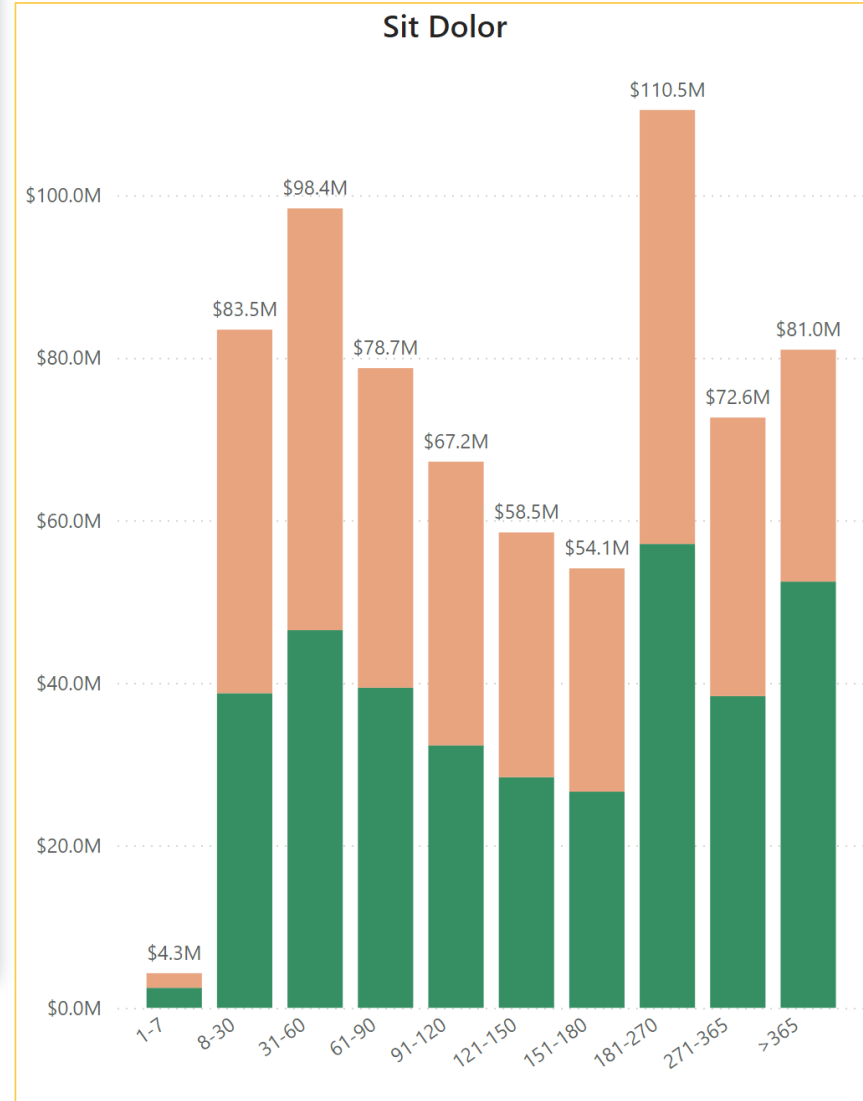
Lorem Ipsum

Click on a line to influence chart on the right -->

Lorem Subcategory	Current	Current Month - Prior Month	YTD to PYTD	YTD - PYTD
<input type="checkbox"/> Billed Patient	\$560,356,251	\$5,990,757	7.85%	\$40,800,085
1-7	\$556,715	\$54,616	295.62%	\$415,995
8-30	\$31,806,528	(\$1,204,377)	0.05%	\$14,790
31-60	\$67,325,569	\$1,594,039	-2.86%	(\$1,982,309)
61-90	\$60,034,241	(\$1,506,977)	-5.48%	(\$3,477,820)
91-120	\$57,384,516	(\$97,866)	-7.47%	(\$4,629,547)
121-150	\$52,498,319	(\$1,844,213)	-3.35%	(\$1,819,278)
151-180	\$49,484,942	\$1,148,952	5.65%	\$2,647,614
181-270	\$100,389,166	(\$2,229,922)	9.19%	\$8,450,975
271-365	\$64,449,562	\$7,592,467	29.99%	\$14,870,518
>365	\$76,426,693	\$2,484,038	52.49%	\$26,309,148
<input type="checkbox"/> Unbilled Patient	\$148,378,572	(\$62,381,660)	13.77%	\$17,961,536
1-7	\$3,703,954	(\$58,764,595)	-15.31%	(\$669,700)
8-30	\$51,647,959	(\$4,525,705)	10.97%	\$5,105,159
31-60	\$31,053,835	(\$399,137)	34.03%	\$7,884,872
61-90	\$18,687,299	\$615,019	32.24%	\$4,555,831
91-120	\$9,828,162	\$945,753	31.07%	\$2,329,807
121-150	\$6,005,210	(\$302,402)	-15.08%	(\$1,066,347)
151-180	\$4,598,941	\$178,932	28.69%	\$1,025,416
181-270	\$10,098,032	(\$860,617)	13.36%	\$1,190,022
271-365	\$8,190,526	\$835,636	10.52%	\$779,696
>365	\$4,564,656	(\$104,544)	-41.01%	(\$3,173,219)
Total	\$708,734,823	(\$56,390,903)	9.04%	\$58,761,621

	Current	Current Month - Prior Month	YTD to PYTD	YTD - PYTD
Lorem	\$61,972,825	\$1,307,776	10.01%	\$5,641,206
Ipsum	\$148,378,602	(\$62,381,660)	13.77%	\$17,961,566

Sit Dolor



Market

NCAL	SCAL	NW	HI	MAS	CO	GA	WA
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Lorem

HB	PB
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Ipsum

Capitated Coverage	Non-Capitated KP Coverage	Non-KP Coverage	No Coverage
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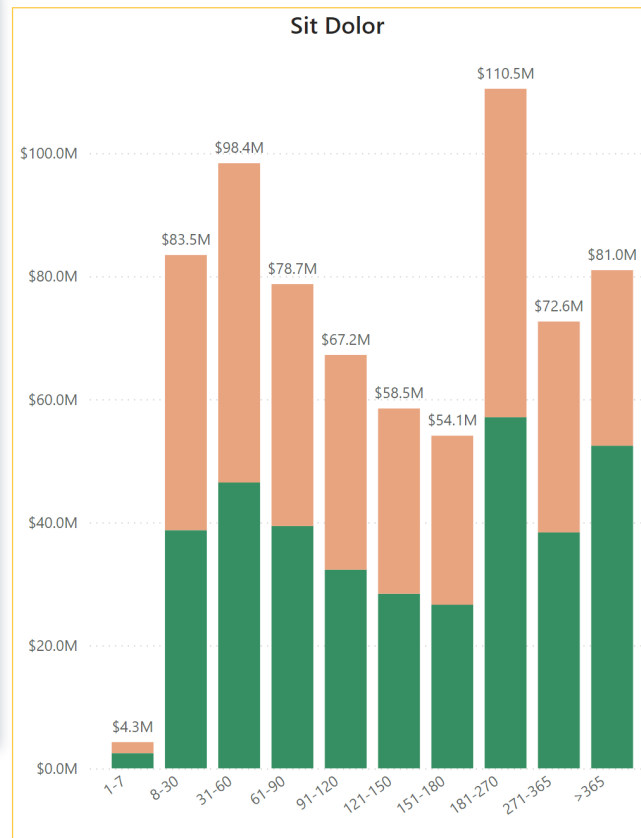
Lorem Ipsum

Click on a line to influence chart on the right -->

Lorem Subcategory	Current	Current Month - Prior Month	YTD to PYTD	YTD - PYTD
Billed Patient	\$560,356,251	\$5,990,757	7.85%	\$40,800,085
1-7	\$556,715	\$54,616	295.62%	\$415,995
8-30	\$31,806,528	(\$1,204,377)	0.05%	\$14,790
31-60	\$67,325,569	\$1,594,039	-2.86%	(\$1,982,309)
61-90	\$60,034,241	(\$1,506,977)	-5.48%	(\$3,477,820)
91-120	\$57,384,516	(\$97,866)	-7.47%	(\$4,629,547)
121-150	\$52,498,319	(\$1,844,213)	-3.35%	(\$1,819,278)
151-180	\$49,484,942	\$1,148,952	5.65%	\$2,647,614
181-270	\$100,389,166	(\$2,229,922)	9.19%	\$8,450,975
271-365	\$64,449,562	\$7,592,467	29.99%	\$14,870,518
>365	\$76,426,693	\$2,484,038	52.49%	\$26,309,148
Unbilled Patient	\$148,378,572	\$62,381,660	13.77%	\$17,961,536
1-7	\$3,703,954	(\$58,764,595)	-15.31%	(\$669,700)
8-30	\$51,647,959	(\$4,525,705)	10.97%	\$5,105,159
31-60	\$31,053,835	(\$399,137)	34.03%	\$7,884,872
61-90	\$18,687,299	\$615,019	32.24%	\$4,555,831
91-120	\$9,828,162	\$945,753	31.07%	\$2,329,807
121-150	\$6,005,210	(\$302,402)	-15.08%	(\$1,066,347)
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Sit Dolor



Interactive page Annotated

Most everything in Power BI is interactive. In the chart on the left we told the analyst what they must do through a subtitle. B2B does not require subtlety, so feel free to be overt with what you want them to do.

Lorem Ipsum

Click on a line to influence chart on the right -->



3 – Making a directory of Power BI Reports in Power BI

Folder

- Executive
- Coding, HIM and CDI
- Billing and Collections
- Patient Balance
- Operations
- Market Specific
- Supplementary Reports

Search by Report Name

All ▼

Show Reporting Frequency

Daily
 Weekly

Monthly

Folder	Report Name	Frequency	Note	Description
Executive	Revenue Cycle KPIs - Monthly	Monthly		High level Monthly summary of revenue cycle KPIs with links to reports with more information.
Executive	Revenue Cycle KPIs - Weekly	Weekly		High level Weekly summary of revenue cycle KPIs with links to reports with more information.
Executive	Key Metrics - Monthly	Monthly		Monthly High level view of Key Metrics, includes Billable Encounters, Charges, Payments, Performance, Cycle Times and AR.
Executive	Key Metrics - Weekly	Weekly		Weekly High level view of Key Metrics, includes Billable Encounters, Charges, Payments, Performance, Cycle Times and AR.
Executive	Fee Tending - Monthly	Monthly		Monthly Trends and insights on the composition of charges and billable encounters.
Executive	Fee Tending - Weekly	Weekly		Weekly Trends and insights on the composition of charges and billable encounters.
Executive	AR Highlights - Monthly	Monthly		High level Monthly view of AR, with perspectives on Total AR, Unbilled AR and Billed AR.
Executive	AR Highlights - Weekly	Weekly		High level Weekly view of AR, with perspectives on Total AR, Unbilled AR and Billed AR.
Executive	Daily Cash Tending	Daily		Daily view of Posted Payments by Delivery Channel and Payer. Also shows Payments towards YTD Goals.
Executive	Write-Off Tending - Monthly	Monthly		Monthly trends and insights on the composition of write-offs. This report is replacing the report Write-Offs Tending.
Executive	Write-Off Tending - Weekly	Weekly		Weekly trends and insights on the composition of write-offs. This report is replacing the report Write-Offs Tending.
Executive	Charge Healthcare Monitoring	Weekly		Weekly report that shows effect of outage starting February 21, 2024. Shows Unbilled AR, Expected vs Actual Payments, Claims Released, Denials and Cumulative Payments to Expected Payments Trend.
Executive	2024 Goals	Weekly		An overview of the 2024 Goals and Performance. Includes Coding Operations, Insurance, Patient Experience and EBS.

Report Directory Annotated

Revenue Cycle Analytics **Report Hub** [RCA Access Questions?](#)
RCA Access request information is available [on our SharePoint](#).

Folder

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Search by Report Name

All

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Folder	Report Name	Frequency	Note	Description
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Executive	Revenue Cycle KPIs - Weekly	Weekly		High level Weekly summary of revenue cycle KPIs with links to reports with more information.
Executive	Key Metrics - Monthly	Monthly		Monthly High level view of Key Metrics, includes Billable Encounters, Charges, Payments, Performance, Cycle Times and AR.
Executive	Key Metrics - Weekly	Weekly		Weekly High level view of Key Metrics, includes Billable Encounters, Charges, Payments, Performance, Cycle Times and AR.
Executive	Trend Trends - Monthly	Monthly		Monthly Trends and insights on the composition of charges and billable encounters.
Executive	Trend Trends - Weekly	Weekly		Weekly Trends and insights on the composition of charges and billable encounters.
Executive	AR Highlights - Monthly	Monthly		High level Monthly view of AR, with perspectives on Total AR, Unbilled AR and Billed AR.
Executive	AR Highlights - Weekly	Weekly		High level Weekly view of AR, with perspectives on Total AR, Unbilled AR and Billed AR.
Executive	Daily Cash Trending	Daily		Daily view of Posted Payments by Delivery Channel and Region. Also shows Payments towards YTD Goals.
Executive	Write-Off Trends - Monthly	Monthly		Monthly trends and insights on the composition of write-offs. This report is replacing the report Write-Off Trending.
Executive	Write-Off Trends - Weekly	Weekly		Weekly trends and insights on the composition of write-offs. This report is replacing the report Write-Off Trending.
Executive	Charge Healthcare Monitoring	Weekly		Weekly report that shows effect of outage starting February 21, 2024. Shows Unbilled AR, Expected vs Actual Payments, Claims Released, Denials and Cumulative Payments to Expected Payments Trend.
Executive	2024 Goals	Weekly		An overview of the 2024 Goals and Performance. Includes Coding Operations, Insurance, Patient Experience and ESG.

Extra Resources [RCA Intake Form](#) [RCA Home Page](#) [RCA UAT](#) [RCA Training](#) [Code Catalog](#) **Teams Channels** [RCA Data Notifications](#)
[RCA Files for Business Partners](#)

Here is a directory of Power BI reports I made in Power BI - With a little help from Excel of course!

Our team had many reports, and Business Partners needed a way to find the reports. So I made a basic table in Excel with Report Names, URLs, descriptions and other metadata. Then I gave it a name and a logo – and the Business Partners could find what they were looking for.

Additionally, I put buttons to our SharePoint, Teams channel and other places at the bottom.

And that is it!

Feel free to contact me at any
time 😊

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