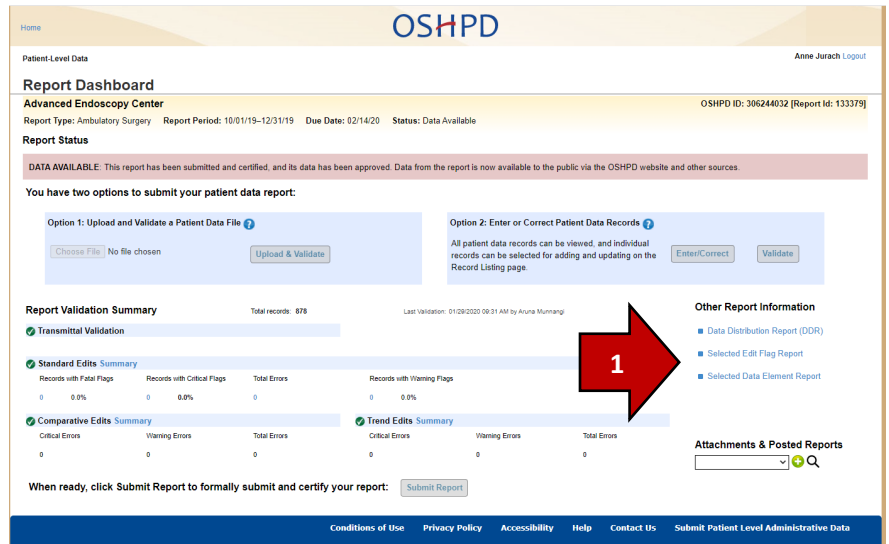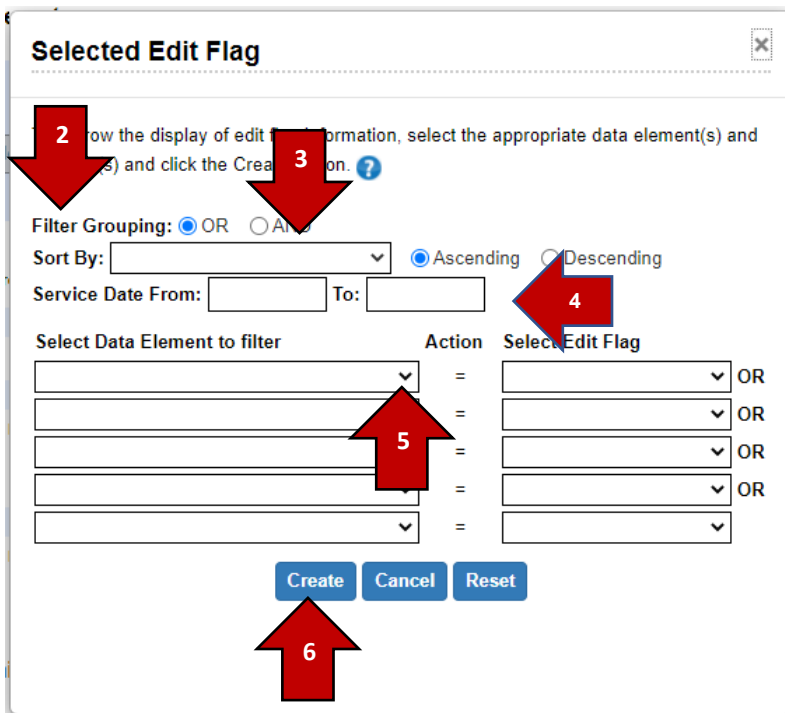1. Custom reports can be generated once data has been submitted to SIERA PLD by selecting either the Selected Edit Flag (SEF) Report, or the Selected Data Element (SDE) Report. From the Report Dashboard, click the appropriate link on the right side of the page.

   Use the SEF Report to filter by Standard Edit Flag. Use the SDE Report to filter all data by the criteria you choose.

Selected Edit Flag Report

2. For the SEF report, first select either the "OR" or "AND" radio button. The "OR" radio button generates a report that contains records that match at least one of the specified criteria. The "AND" radio button generates a report that contains records that match all of the specified criteria.

3. Optional: you may specify a sort order for the report.

4. Optional: if a specific date range is desired, fill in the Service Date "From" and "To" boxes.

5. Use the drop downs to select the desired data element(s) and edit flag(s).

6. Click "Create" to generate the report.

7. View either the Inpatient or ED/AS Edit Flag Description Guide for more information about each edit.

Selected Data Element Report

8. For the SDE Report, follow steps 2-4 above.
9. Select the data element(s) and the desired criteria. You may specify up to three values per line for a maximum of fifteen values. For additional information, visit our [Home] page to view the Manual Abstract Tool or the Format and File Specifications guides for each data type. These resources will show the acceptable values for each data element.
10. The Action drop down will default to "=", meaning the report will return the exact criteria that is specified.

11. Select the "Filter" button to generate the report.

Once your reports are generated, you may filter, print, or export the data on the resulting report using the buttons in the upper right corner of the report.

- "Filter" allows you to apply additional filters to the displayed report's criteria.
- "Print" creates a print-friendly version of the report.
- "Export" creates an Excel version of the report.