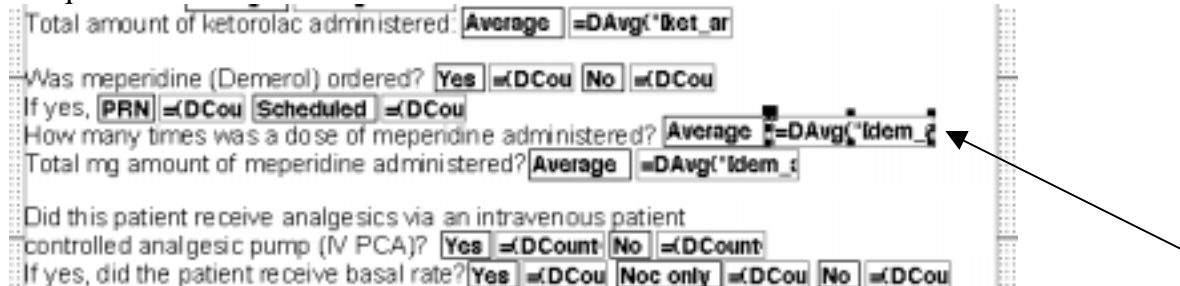
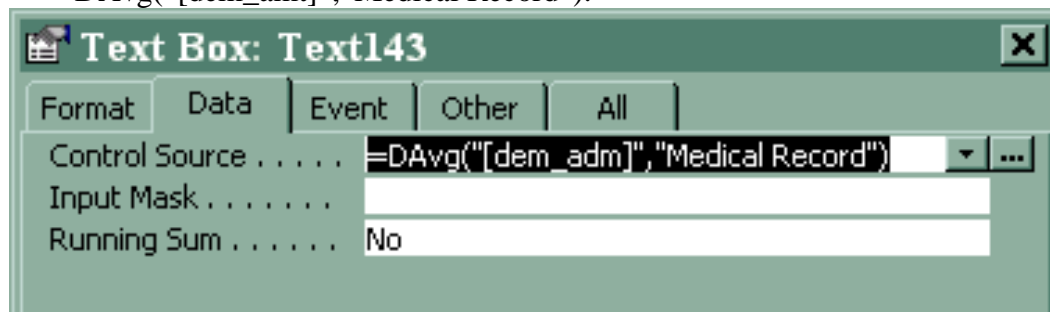


If one of the percentages/averages on the Medical Record Audit Summary doesn't seem right, check to make sure that the correct equation is being calculated.

- 1) Open the Medical Record Audit Summary report in Design View.
- 2) Scroll right/down to the section you want to check. We'll use the meperidine section as an example.
- 3) Highlight the expression box (not the *Average* label) after the times administered question.



- 4) Under the View menu, choose Properties.
- 5) On the data tab, in the Control Source row, the expression should read =DAvg("[dem\_adm]","Medical Record").
- 6) If you click on the amount administered expression box, and look at the Data tab on the Properties box, in the Control Source row, the equation should read =DAvg("[dem\_amt]","Medical Record").



- 7) The other averages on the Medical Record Audit Summary are similar to those above: The basic formula is DAVg("[field name]","Medical Record"). So look to see what the field name is called (either in the database instructions or the MR Tool table).
- 8) Times administered questions have "adm" at the end of the field name, and amount administered questions have "amt" at the end of the field name.
- 9) Lets look at the acetaminophen averages as a second example.
- 10) Scroll right to the Acetaminophen section, and highlight the expression box next to the times administered question (should look similar to the picture above).
- 11) Under the View menu, choose Properties, and on the Data tab, in the Control Source row, it should read =DAvg("[Tyl\_adm]","Medical Record").
- 12) The Control Sources for the amount administered expression box should read =DAvg("[Tyl\_amt]","Medical Record").
- 13) Exit the report and be sure to save when prompted.
- 14) If you want to change the averages to reflect a different calculation, consult the Q&A section for that particular question.