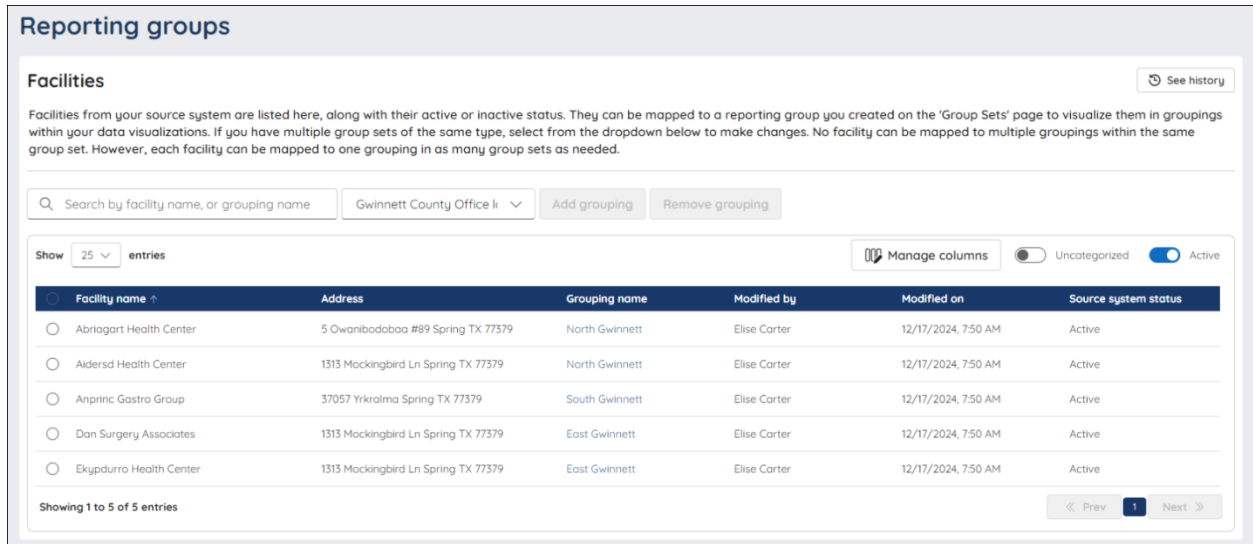


## Facility

Once the reporting group set and groupings are created, individual facilities can be added to their appropriate grouping. It lets users associate the facility from their EHR system with a Reporting group. The Facility feature lists the facility's name, address, associated reporting group, last modification information, and whether it is active in the source system.



The screenshot shows the 'Reporting groups' interface. At the top, there's a 'Facilities' section with a 'See history' button. Below this is a search bar with the text 'Search by facility name, or grouping name' and a dropdown menu showing 'Gwinnett County Office k'. There are also 'Add grouping' and 'Remove grouping' buttons. Below the search bar, there's a 'Show' dropdown set to '25' and 'entries', a 'Manage columns' button, and two toggle switches for 'Uncategorized' (off) and 'Active' (on). The main part of the interface is a table with the following columns: Facility name, Address, Grouping name, Modified by, Modified on, and Source system status. The table contains five entries, all with 'Active' status. At the bottom, there's a 'Showing 1 to 5 of 5 entries' label and navigation buttons for 'Prev', '1', and 'Next'.

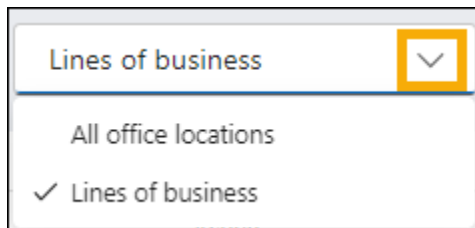
Facility name	Address	Grouping name	Modified by	Modified on	Source system status
Abriagart Health Center	5 Owanihodabaa #89 Spring TX 77379	North Gwinnett	Elise Carter	12/17/2024, 7:50 AM	Active
Aldersd Health Center	1313 Mockingbird Ln Spring TX 77379	North Gwinnett	Elise Carter	12/17/2024, 7:50 AM	Active
Anprinc Gastro Group	37057 Yirkalma Spring TX 77379	South Gwinnett	Elise Carter	12/17/2024, 7:50 AM	Active
Dan Surgery Associates	1313 Mockingbird Ln Spring TX 77379	East Gwinnett	Elise Carter	12/17/2024, 7:50 AM	Active
Ekyddurro Health Center	1313 Mockingbird Ln Spring TX 77379	East Gwinnett	Elise Carter	12/17/2024, 7:50 AM	Active

## Notes:

- A facility may be associated with more than one Facility group set.

For example, Northside Dental can be in the Dental facilities grouping when in the line of business group set or in the North grouping for the geographical region group set. However, it cannot be in both the North and South groupings for the geographical region group set.

- The Search text box lets you search by the facility name or the reporting group name.
- Use the drop-down menu filter to change the page's display view. The example below has All office locations and Lines of business options.



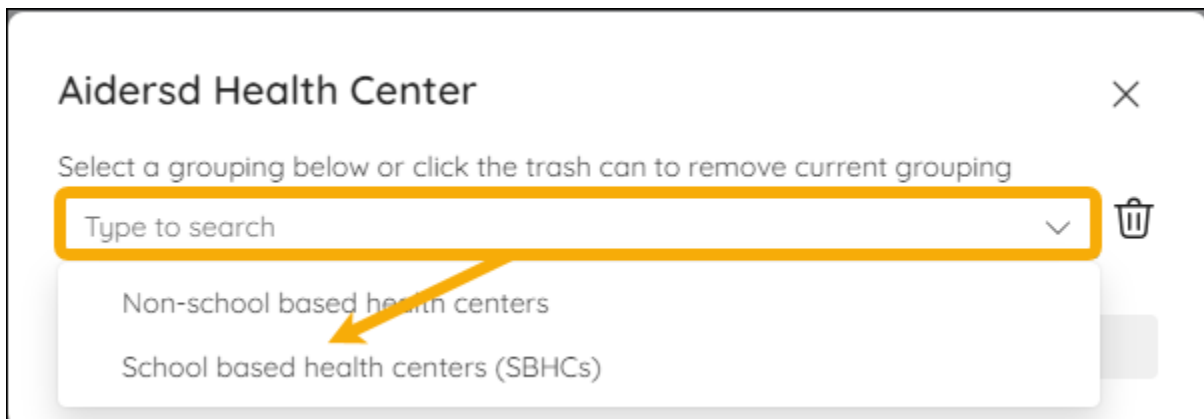
The screenshot shows a dropdown menu with the following options: 'Lines of business' (selected), 'All office locations', and 'Lines of business' (with a checkmark). The 'Lines of business' option is highlighted with a yellow border.

### Adding a Facility to a Reporting group

1. Navigate to **Reporting groups** and click **Facility**.
2. Use the **Search** text box to locate the facility if desired.
3. Click **Add to group**.

Facility name ↑	Address	Grouping name	Modified by	Modified on	Source system status
<input type="radio"/> Abriagart Health Center	5 Owanibodobaa #89 Spring TX 77379	Non-school based health centers	Tia Shaw	11/18/2024, 12:49 PM	Active
<input type="radio"/> Aidersd Health Center	1313 Mockingbird Ln Spring TX 77379	<a href="#">Add to group</a>	Amy McKinley	11/15/2024, 9:50 AM	Active

4. Enter the grouping or click the drop-down menu to select the grouping category.



**Quick Tip:** Use the trash can icon to remove or clear the category quickly.

5. Click **Save**.

### Changing a Facility's Grouping

1. Navigate to **Reporting Groups** and click **Facility**.
2. Use the **Search** text box to locate the facility.
3. Click the **Reporting group link**. This opens the Edit Reporting group modal.


Facility name ↑	Address	Grouping name	Modified by
Abriagart Health Center	5 Owanibodobaa #89 Spring TX 77379	Non-school based health centers	Tia Shaw
Aidersd Health Center	1313 Mockingbird Ln Spring TX 77379	<a href="#">Add to group</a>	Amy McKinley

4. Click the **trash can icon**.

**Note:** This removes and clears the current category.

## Abriagart Health Center ×

Select a grouping below or click the trash can to remove current grouping

Non-school based health centers ▼ 

Grouping name: **Non-school based health centers**

**Save**

5. Enter the new grouping or click **the drop-down menu** to select the new grouping category.

6. Click **Save**.

**Important Note:** The saved changes are immediately available in the dashboards.