

Referral Ranking Report

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Overview

The referral ranking report is the perfect place to see a list of how your referring doctors rank based on one of many available criteria for any time period you wish.

Detailed Instructions

Click **Reporting Tools>Referring Doctor>Referring Ranking Report**.

- Select the practice doctor you and report you wish to view.
- Your choices are: *Total Billed, Total Collected, Total Cases, Average DI, Average PI, Failed Appointments, Emergency Appointments, No Procedure cases*.
- Select how many you wish to see. If you only want to see the top 20 based on billing, enter 1 to 20 in the rank fields. If you wish to have all of your referring doctors enter 1 to 500 or some other large number greater than the number of referring doctors in your system.
- Finally, enter the time period you wish to view the ranking.
- The report will open. You may view the results and close; however, you also have the option of printing an address list or [Printing Referring Doctor Address Labels](#). The address list option is handy to have a simple printout of the report findings. The address labels are perfect for holiday cards.

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