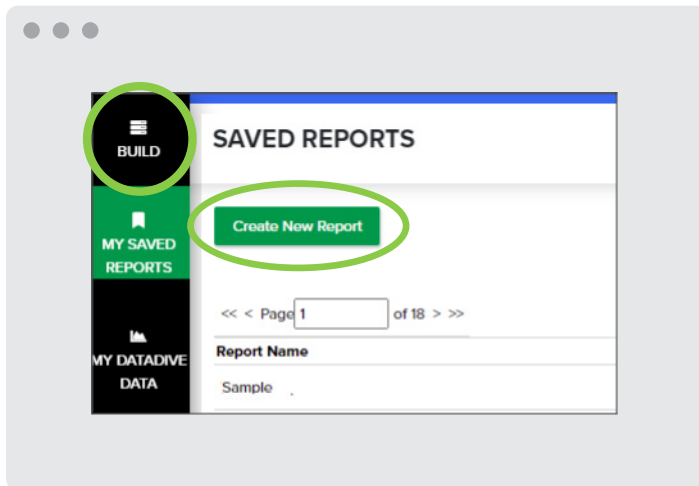


## CREATING A REPORT WITH YOUR PRACTICE'S DATA

Once your practice's data has been entered, reports can be created to include your data in Custom Reports & Tools.

1. In Custom Reports & Tools, select either “Build” in the left navigation panel or “Create New Report” at the top of the page.





## 2. Choose the report type you'd like to create.

- Select a data set in the first drop down and a data year in the second drop down for the report you want to create.
- To add your practice data side-by-side MGMA data, click the radio button next to "Add My Practice Data."
- Select the type of report or tool you want to build, then click "Continue" to proceed in building your report.

**CHOOSE REPORT TYPE**

**CHOOSE DATA SET, DATA YEAR, AND REPORT OPTIONS**

SELECT A DATA SET AND DATA YEAR

Provider Compensation

2022 Report (2021 Data)

MGMA STANDARD REPORT

ADD MY PRACTICE DATA

TOOLS AND REPORT LAYOUTS

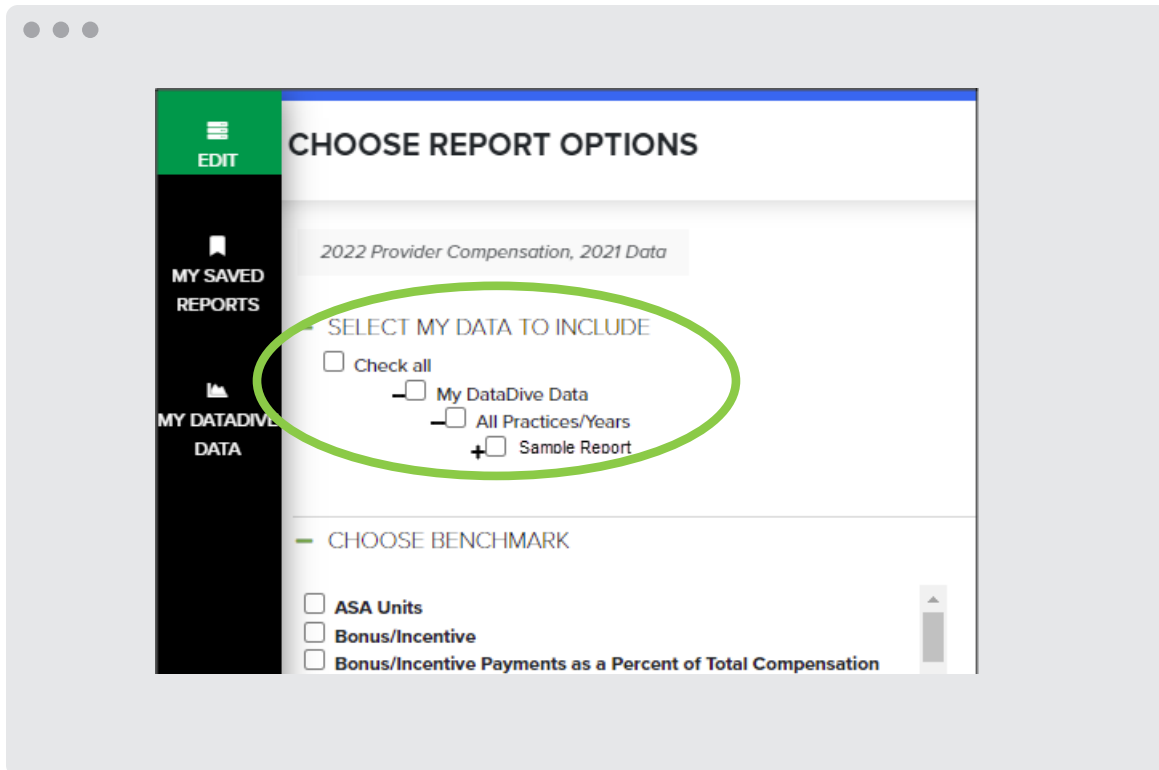
Benchmark

**Benchmark Report**

- View one benchmark by multiple specialties or position titles.
- Specialties and position titles are displayed down the left side of the table.
- Use this layout if you need one benchmark for multiple specialties or position titles.

CONTINUE

3. Select the group(s) to be included in the report from the “Select My Data to Include” options, as well as a benchmark and any additional display options to be included in the report. When all selections have been made, name the report and click “Save and Continue”.



4. Once your report is saved, you will be redirected to the My Saved Reports page where you can choose a format to view your report under “Actions”.

