

# Gain Insight into your purchases.



Medline's online reporting tool provides key information to help you manage your business, whether you are responsible for a single facility or multiple locations

***Insight***  
for Long-Term Care



# Get a better understanding of your purchasing decisions with Medline Insight.



- ▶ **How much have we spent on supplies in the last six months?**
- ▶ **Where are we spending the most money?**
- ▶ **Is my staff using the right mix of incontinence products?**
- ▶ **Is my facility on Main St. using more gloves than my facility on Lincoln Ave?**
- ▶ **What non-formulary items are being purchased?**

These are just a few of the questions that Medline Insight can help answer. Medline Insight is an online reporting tool that provides key information regarding your purchases with Medline—information that can help you make better purchasing decisions.

We designed Medline Insight to be a user-friendly tool that makes your job a little easier.

## Powerful reports mean powerful Insight.

Medline Insight provides a menu of reports that allow you to monitor your business. Whether you are responsible for one facility or for a chain of homes, Insight allows you to oversee supply spending. The farther away from the supply room, the more you'll value the information from Insight!

You can view your reports online as you need them or, with powerful and flexible scheduling, your report can run on your schedule.

## Information *when, where and how* you want it.

Medline Insight reports provide brief summaries of your purchasing information to assist in quick decision making. But these reports can also be very detailed when you require further analysis of your business.

In addition to providing purchasing information on-demand for viewing online, Insight offers a convenient scheduling tool. Select the reports that you find useful and set Insight to run them on a specific schedule. You will receive the reports automatically via email.

For instance, you can have Medline Insight routinely email you a report every Monday morning at 7:30 that details the previous week's purchases. Additionally, you can have it delivered in a variety of formats including PDF, MS-Excel, MS-Word and many more.

Set it and forget it.

### Key Reports Include:

- Descending Dollar
- Incontinence Best Practice Report
- Budget vs. Spend
- Invoice Summary
- Monthly Item Usage ...and more

# Insight

## Here's an example...

### Budget vs. Spend is a popular report

This convenient budgeting tool helps facilities compare actual purchases to budget numbers. You can set up a budget based on your own general ledger codes or categories (e.g. linens, incontinence, gloves) which allows this report to split your spending into groupings by supply type or GL code.

This report can also break down your purchases based on the facility's patient days—allowing you, for example, to see how much you spend on incontinence as a PPD rate.

## How do I get access to Medline's Insight?

The first step is to register for online ordering at [www.medline.com](http://www.medline.com), creating a user ID and password that is tied to all your accounts with Medline.

Once registered, your sales representative can arrange for you to have access to the powerful reporting tools available through Medline Insight. Once set up, you'll be able to choose Medline Insight from the menu on [www.medline.com](http://www.medline.com)'s welcome screen.

From there, you can access all the reporting tools available with Medline Insight. First-time users should print out the Medline Insight Quick Start Guide to get the most out of the program.

That's all there is to it!

*Insight*



*Reports can be scheduled and emailed to you in a variety of formats including PDF, MS-Excel, MS-Word and many more.*

Key reports include:

Report Name	Report Description
Descending Dollar	Display all purchases for a selected date range in a list format by Medline Item (with description) sorted by total dollars purchased (descending order).
Incontinence Best Practice Report	Compare your mix of incontinence product utilization to industry / best practice averages.
Budget vs. Spend	Enter annual budget amounts by GL code in Medline Insight, then track spending those budget amounts.
Invoiced Dollars by Order Channel	Summarize invoiced dollars for a selected date range grouped by order channel (EDI, Phone/Fax, Medline.com, Rep).
Invoice Summary	Summarize invoice dollars for a selected date range sorted by customer PO. When viewed online, this report has drill down capability to see invoice detail under each PO.
Invoice Summary by GL Code	Display total purchases, subtotaled by GL or Category code. When viewed online, this report has drill-down capability to see purchase detail under each GL or Category code.
Invoice Detail	View all line items by Medline Invoice number for a selected date range. Line level information includes: item, qty ordered, unit price, extended price, tax and freight.
Invoice Detail –Excel Export	Invoice line item detail is ready for export to Excel. This simple list could be used as basis for import into A/P system.
Monthly Item Usage	Item usage is reported by quantity and dollar amount for the month. This useful report can be exported to Excel.
Usage By Ship-To Location	Purchases are summarized by ship-to account number.
Fill Rate Report	Provides fill rate for order activity. Measures Lines Shipped Complete (0% or 100% measurement).
Medline vs. Non Medline Purchases	The Medline vs. Non-Medline Sales are summarized for total invoiced dollars to measure blend of business.
Purchases by Manufacturer –Detailed	View details of purchases by manufacturers other than Medline. Report can export to Excel.
Purchases by Manufacturer –Summary	Listing of invoiced sales by manufacturer. The report is descending dollar and has drill down capability to show detail by manufacturer.
Medline Sales	This report summarizes invoiced dollars for Medline brand sales.
Non-Medline Sales	This report summarizes invoiced dollars for Non-Medline brand sales.
Consignment Fill-Up Order Summary	Report displays total dollar value for consignment inventory shipped during selected reporting period.
EDI Rejection Report	For customers that order via EDI, this report will detail order lines that were rejected due to bad master data.
Back Order Report	Online report for open backorders by account number. Provides summary for all lines in a back order situation with drill down to PO/Orders and line numbers.
Account Overview Report	A high level summary including providing a line per month which includes: Total Purchases, Medline vs. Non-Medline in \$, % Medline Brand, % Non-Medline, Order Count, Order Lines, Avg # of Order Lines & Value, % EOE (Electronic Order Entry) and Fill Rate.
Purchase Frequency Report	View the purchase frequency of items per ship-to location.

**For more information, please contact your Medline representative today!**

