

# Canonical Metric Definition Template

Reporting Workbench | Data Governance |  
TechFitFlow.com

Complete one template per metric before building any Workbench report for that metric. Get governance approval before building. Build exactly one certified report per metric. Link all reports that use this metric to this definition.

## METRIC IDENTIFICATION

<b>Metric Name</b>	
<b>Metric ID / Code</b>	
<b>Domain (ED, Quality, Finance, Operations)</b>	
<b>Reporting Workbench Report Name</b>	

## METRIC DEFINITION

<b>Numerator Definition</b>	
<b>Denominator Definition</b>	
<b>Explicit Exclusions</b>	
<b>Metric Formula (if calculated)</b>	
<b>Metric Type (Count / Rate / Average / Median / Sum)</b>	

## DATA SCOPE AND PERIOD

<b>Date Column Anchor</b>	<input type="checkbox"/> Admission Date <input type="checkbox"/> Discharge Date <input type="checkbox"/> Contact Date <input type="checkbox"/> Service Date <input type="checkbox"/> Other: _____
<b>Encounter Types Included</b>	<input type="checkbox"/> Hospital Encounter (Inpatient) <input type="checkbox"/> ED Encounter <input type="checkbox"/> Office Visit <input type="checkbox"/> All <input type="checkbox"/> Other: _____

<b>Standard Reporting Period</b>	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Rolling 12mo <input type="checkbox"/> Quarterly <input type="checkbox"/> Custom: _____
<b>Patient Population Scope</b>	<input type="checkbox"/> All patients <input type="checkbox"/> Adults only <input type="checkbox"/> Pediatric only <input type="checkbox"/> Specific department(s): _____
<b>External Standard Reference</b>	<input type="checkbox"/> CMS IQR <input type="checkbox"/> CMS OQR <input type="checkbox"/> Joint Commission <input type="checkbox"/> NHSN <input type="checkbox"/> Internal only <input type="checkbox"/> Other: ____

### WORKBENCH REPORT CONFIGURATION

<b>Workbench Data Model Used</b>	
<b>Fixed Filters (hardcoded in template)</b>	
<b>Parameter Filters (user selects at runtime)</b>	
<b>Grouping / Breakdown Dimensions</b>	
<b>Aggregation Function (COUNT / SUM / AVG / MEDIAN)</b>	

### GOVERNANCE AND APPROVAL

<b>Report Owner Name</b>	_____	<b>Title</b>	_____
<b>Approved By</b>	_____	<b>Approval Date</b>	_____
<b>Last Updated</b>	_____	<b>Next Review</b>	_____
<b>Validation Method</b>	<input type="checkbox"/> Count reconciliation <input type="checkbox"/> Parallel period <input type="checkbox"/> CMS spec comparison <input type="checkbox"/> Clinical SME review	<b>PHI in Report?</b>	<input type="checkbox"/> Yes - PHI officer reviewed <input type="checkbox"/> No - aggregate only