

The Appointments Dashboard

07/24/2024 9:36 pm EDT

The Appointments Dashboard shows your appointments for the day, along with the current appointment status. The Appointments Dashboard is a great place to track and adjust the status of multiple appointments.

Any changes to an appointment's status in the appointment window will be reflected in the dashboard.

Schedule Appointment

Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

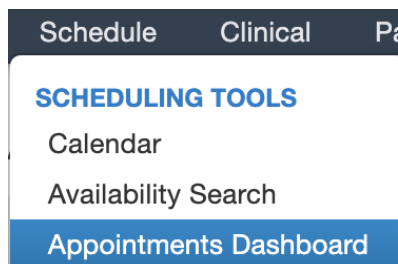
Type Appointment Video Visit Walk-in Transition of Care Referral

WARNING: This patient is pre-populated sample data. Credit: \$2.00 52 past appointments Primary Insurance: Aetna Better Health of New Jersey [46320]
CDS: Mammogram screening for all women aged 40-74 Fall Risk: Gestational Diabetes: Likes Cats:

Provider: Dr. James Smith	Supervising: - If different to provider -
Patient: Jenny (Jen) Harris - 02/11/1980	Office: Office 1
Reason: Physical Exam	Profile: Physical Exam
Scheduled: 07/12/2022 Time 11:00AM	Eligibility Profile: -----
Duration: 30 minutes <input type="checkbox"/> Allow overlapping	Exam: [dropdown]
Notes: [text area]	Color: [dropdown]
Consent Forms: <input checked="" type="checkbox"/> HIPAA Data Use Agreement (default) <input checked="" type="checkbox"/> No Show Policy (default)	Status: <ul style="list-style-type: none">ArrivedChecked InChecked In Online<input checked="" type="checkbox"/> In RoomIn SessionCompleteConfirmedNot ConfirmedRescheduledCancelledNo ShowChecked Out

Recurring Appointment A scheduled appointment cannot be converted to a recurring series.
 Arrange a Follow-up Reminder
 View Active Reminders:

- The Appointments Dashboard is found under **Schedule > Appointments Dashboard**.



- Under the **Appointment Information** view, you can filter which statuses or offices you would like to view. Under the **status** column, you can change the status of an appointment.

Appointment Status Dashboard

View: Appointment information Appointment status

Show appointments with statuses:

Arrived
 Checked In
 Checked In Online
 In Room
 In Session
 Complete
 Confirmed
 Not Confirmed
 Rescheduled
 Cancelled
 No Show
 Checked Out

Select All Select None

Office: Office 1 Date: Jul 12 2022

Patient	Provider	Office	Exam Room	Scheduled at	Measured Time (9 statuses)	Appointment Type	Status
Laurie Sample	James Smith	Office 1	Exam 1	7/12/22 10:30 AM	10 min (paused)	Scheduled	Checked Out show times
Jenny Harris	James Smith	Office 1	Exam 1	7/12/22 11:00 AM	10 min	Scheduled	In Room show times
Michelle Harris	James Smith	Office 1	Exam 1	7/12/22 11:30 AM	10 min	Scheduled	Arrived show times

- Clicking **Show Times** expands the appointment information to give you a detailed breakdown of the status changes and duration of each status for an individual appointment.

[show times](#)

Patient	Provider	Office	Exam Room	Scheduled at	Measured Time (9 statuses)	Appointment Type	Status
Laurie Sample	James Smith	Office 1	Exam 1	7/12/22 10:30 AM	10 min (paused)	Scheduled	Checked Out show times
	Change from	Change to	Changed at	Duration	Duration total for status		
	[blank]	Checked In	7/12/22 10:29 AM	1 min	1 min (Checked In)		
	Checked In	In Room	7/12/22 10:30 AM	6 min	6 min (In Room)		
	In Room	Complete	7/12/22 10:35 AM	3 min	3 min (Complete)		
	Complete	Checked Out	7/12/22 10:39 AM	41 min	41 min (Checked Out)		
			Total (all statuses):	51 min			

- Changing the view to **Appointment Status** will show you the time each status was changed for the appointment.

Appointment Status Dashboard

View: Appointment information Appointment status

Show appointments with statuses:

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 Not Confirmed
 Rescheduled
 Cancelled
 No Show
 Checked Out

Select All Select None

Office: Office 1 Date: Jul 12 2022

Patient	[blank]not	Arrived	Checked In	Checked In Online	In Room	In Session	Complete	Confirmed	Not Confirmed	Rescheduled	Cancelled	No Show	Checked Out
Laurie Sample			10:29am		10:30am		10:35am						10:39am
Jenny Harris		10:29am	10:31am		10:36am								
Michelle Harris		10:36am						10:29am					