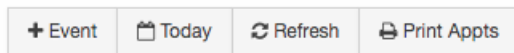# How do I add a patient flag to an appointment?

07/24/2024 3:35 pm EDT

Patient Flags are a tool that can be customized to denote and report attributes of:

- A patient: Balance unpaid, special care needs, can / cannot receive treatment, needs special paperwork, etc.
- An appointment: Requires follow-up visit, lab results needed, actions required pre or post-appointment, etc.

They can be used to communicate to your staff the actions or characteristics of a patient or appointment and will appear whenever the patient or appointment is opened. Flags also may be used to generate reports, which can give you greater insights into your patients and/or appointments.

To add a patient flag to an appointment, open an appointment or create a new appointment with the **+Event** button in your calendar.

Add in your patient information and click save. Once you click save, the other tabs of the appointment will be available to you. Select the **Flags** tab.

In the flags tab, select the **+Add a Flag to this Appointment** button.

The New Appointment Flag section will appear below. Fill out this section and select **Save**.

New Appointment Flag

Flag Type	Consent Needed ▲▼ ■
Description	CT Scan

Save

When you select Save, your flag will be attached to your appointment.

Flags for this Appointment

+ Add a Flag to Patient   **+ Add a Flag to this Appointment**

	Type	Description	Appointment	Updated at	Updated by		
■	Consent Needed	CT Scan	2016-12-06 17:25:00	2016-12-06 16:29:32	Thomas Your	✏ Edit	Archive

Now when the appointment is viewed by anyone in your practice group, they will see the new flag.

Appointment	Billing	Vitals	Revisions	Eligibility	Flags	Custom Data	Com. Log	MU Helper

Type ☐ Walk-in   ☐ Transition of Care

Patient Statement Balance: **$211.80** Generate Statement   Primary Insurance: Anthem Blue Cross [47198]   ⚑ Difficult Personality:

⚑ Missing Information: Secondary insurance details incomplete   ⚑ Asks Many Questions: ⚑ Allergy: ⚑ Consent Needed: CT Scan