## What do the lock and flag icons on my appointments mean?

07/24/2024 10:47 pm EDT

The lock icon (

)on your appointments gives you a quick way to know if a clinical note has been locked without having to open the appointment to check. Once a note is locked, the icon will appear when viewing the schedule. For example, below we can see that notes for 3 of the appointments have been locked.

Schedule		le Clinical Patient		Patients Report		s Billing	Billing Account Marketplace Help ≵ 🗙			Search			<b>1</b> 26 +							
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Office 1																				
Office 2							10:00am	10:00 - 10:30 a	n											La Sr
Office 3								Jane Patient:	Jffice 1											
Office 4																				

The flag icon (

) lets you know that you have assigned a flag to this patient. For more information on assigning flags to patients, see our article here.

8:00 - 8:30 am	SL
Laurie T. Sample: Office 1	
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8:30 - 9:00 am	JS
Lucy Sample: Office 1	
	🔒
9:00 - 9:30 am	JS
Larry Patient: Office 1	
9:30 - 10:00 am	JS
Sally Patient: Office 1	
10:00 - 10:30 am	JS
Jane Patient: Office 1	
	-

You can control whether or not the icons appear by going to Account > Provider Settings.

Account	Marketplace
ACCOUNT	SETTINGS
User Settir	ngs
Provider S	ettings
onpatient	Settings
Account S	etup
Custom Fi	elds

Under the General tab, you check or uncheck the boxes to have the lock and/or flag icons appear.

Account Settings											
Profile	General	Email	Medical Billing	eRx Info	Services	Usage	Sample Data	Security			

## **Calendar Settings**

Display flag icon on appointment	Display Flag icon on appointments w	when a patient/appointment has flag(s) associated					
Display lock icon on appointment	Display Lock icon on appointments when the clinical note is locked						
Use new dashboard homescreen	Uncheck to go straight to the calendar after logging in						
Show user satisfaction survey	Uncheck to opt out of user satisfaction surveys.						
Default Office	Office 2 V	Default Office on Calendar					
Duration of Exam	30	Default duration of an exam in minutes					
Duration of Follow-up	15	Default duration of a follow-up exam in minutes					
Examroom Calendar Increments	10 ~	Adjust minute increments on calendar					
Date range on Appointment Template	✓ If true date range can be set for Appointment Template (starting from - ending by).						
Appointment Templates in more views	Show appointment templates in Daily View, Doctor View and Weekly View						
Allow Exam Room Overlaps	Allow appointments to overlap within an exam room						

Scroll down and click Update Entire Profile to save your settings.

Update Entire Profile