How do I know who scheduled an appointment?

07/24/2024 4:05 pm EDT

If you need to know which provider or staff member created an appointment, you can find out on the schedule.

Hover over the appointment and the appointment information will be displayed on the left-hand side of the screen.

If a patient schedules through the scheduling widget, the **Created By** field show **online_scheduling_widget** as the creator.

You can also see who scheduled an appointment in the Audit Log (Go to **Clinical** > **Audit Log**). The Audit Log includes more information about the appointment. You can see who created the appointment under the user column.