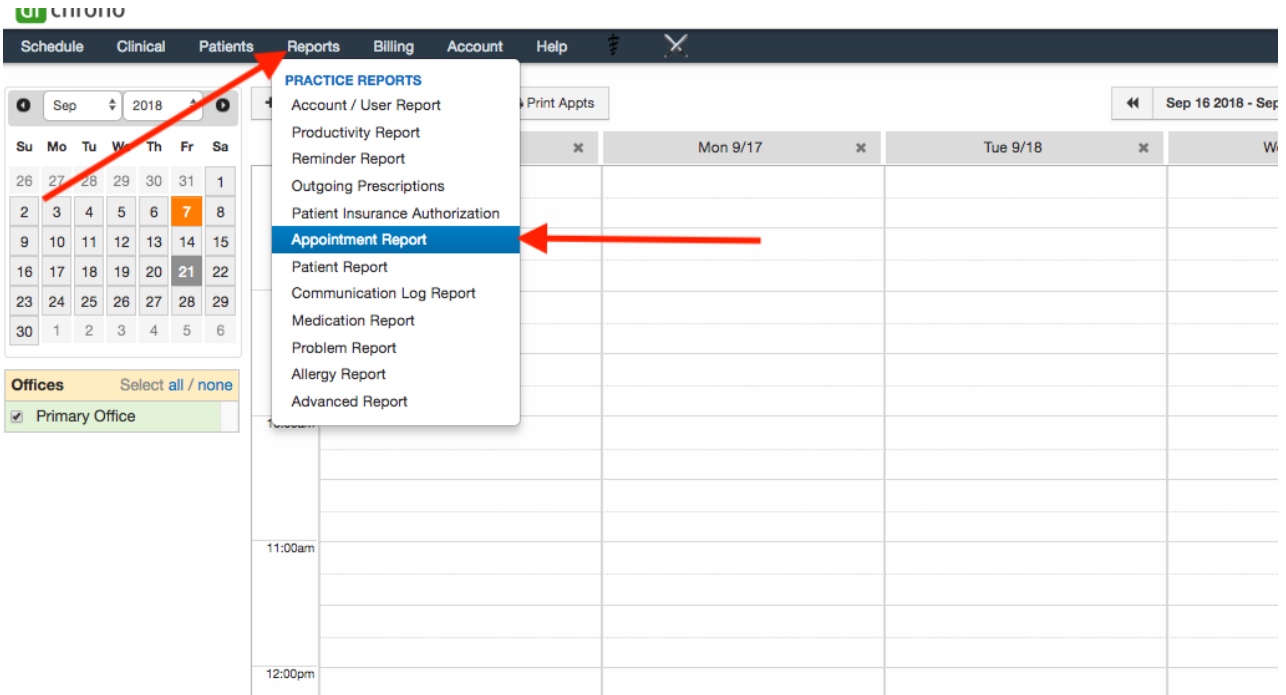


# Generating an Appointment Report

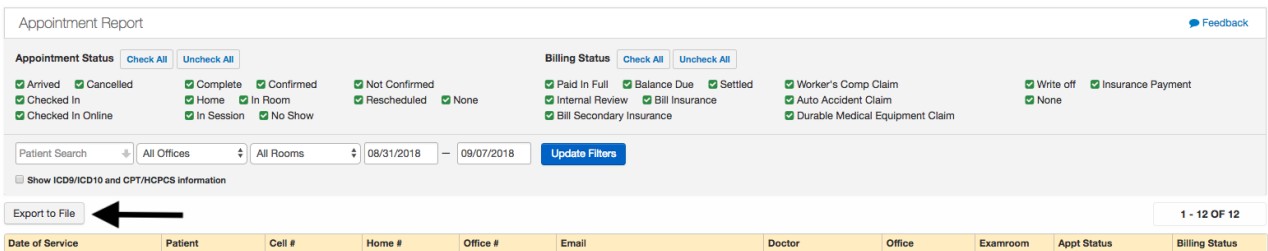
07/24/2024 2:55 pm EDT

The appointment report allows you to generate a list of appointments that can be further filtered by appt status, billing status, patient name, offices, rooms, and dates.

1. To access and run an appointment report, go to **Reports > Appointment Report**.



2. From here, select from the appointment and/or billing status, office, exam room, and/or date range filters to be seen on the report. You can even run a report on a specific patient. Once the desired data is produced in the report, click **Export to File**.



**Note:** DrChrono's reporting pulls data from saved appointments. Recurring appointments do not appear as saved appointments until they are realized. Therefore, future recurring appointments will not appear in the reports. See our [article](#) for more information on how recurring appointments work in DrChrono.