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**.

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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**.

Appointment Report											
Appointment Status Check	All Uncheck All Complete Home I In Session	In Room	 Not Confirmed Rescheduled None 		Billing Status Check All Uncheck All Paid In Full © Balance Due © Settled Internal Review © Bill Insurance © Bill Secondary Insurance	 Worker's Comp Claim Auto Accident Claim Durable Medical Equipment Claim 		S Wr No		S Insurance Payment	
Patient Search All Show ICD9/ICD10 and CPT/HC		All Rooms	\$ 08/31/2018 -	09/07/2018	Update Filters						
Export to File	_									1 - 12 OF 12	
Date of Service	Patient	Cell #	Home #	Office #	Email	Doctor	Office	Examroom	Appt Status	Billing Status	

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.