## **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**.

Schedule	Clinical	Patier	nts	Reports	Billing	Account	Help	* 🗙				
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Su Mo Tu 26 27 28 2 3 4 9 10 11 16 17 18 23 24 25 30 1 2 Offices ♥ Primary	W         Th           29         30           5         6           12         13           19         20           6         26           3         4           Select a           Office	Fr Sa 31 1 7 8 14 15 21 22 28 29 5 6		Productiv Reminder Outgoing Patient In Appointm Patient Re Communi Medicatic Problem F Allergy Re Advancec	ity Report Report Prescription surance Aut eport lication Log on Report Report geport d Report	ns Inhorization	×	Mon 9/	17 ж	Tue 9/18	×	
			12	:00pm								

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 Arrived Cancelled Checked In Checked In Online	All Uncheck All Complete Home I In Session	Confirmed 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	<ul> <li>Worker's Comp Claim</li> <li>Auto Accident Claim</li> <li>Durable Medical Equipment Claim</li> </ul>		S Wr No	ite off 🛛 🗹 Insurance ne	S Insurance Payment	
Patient Search <ul> <li>All Offices</li> <li>All Rooms</li> <li>(08/31/2018)</li> <li>(09/07/2018)</li> <li>(Update Filters)</li> </ul> Update Filters           Show ICD9/ICD10 and CPT/MCPCS information         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.