



### Scheduling - Appointment Reports

- On the **Scheduling** menu, click the “**Apt Rpt**” tab. This tab will allow you to print for your provider team members a list of their appointments within a given time range.

The screenshot displays the 'Apt Rpt' tab in the Easy Billing Professional software. The interface includes a navigation bar with tabs for Search, Apt Rpt, Process, Prefs, Filter Prefs, Event Prefs, Task Prefs, and Defaults. The 'Apt Rpt' tab is active. The main content area is divided into several sections: a 'Type' section with a list of roles (Administrator, Biller, Nurse, Physician Assistant, Referring Physician, Rendering Provider, Technician) and a 'Set to Defaults' button; a 'Status' section with a list of statuses (Active, Alert, Collection, Deceased, Inactive) and an 'All' button; an 'Event Report Title' section with a text field containing 'Test Schedule Report'; a 'Start' and 'End' date pickers set to 01/17/2011 and 01/21/2011; a 'Report' button; a 'Clear all from Report' button; and a list of provider names with colored selection buttons. The provider names listed are: ACME Emergency Organ Removal, Blackwell, Jackie, Bowden, Kathy, Doe, John, Grissom, Gill, M.D., Istrator, Admin, Klein, Matt, Maulder, Kevin L, MD, and McCoy, Leonard, M.D.

- Select the time range that you want the report to include.
- You can select the specific provider/team members by clicking on each name in the list at the right. You can clear all the names from the report by clicking the red minus icon labeled “Clear all from Report”.
- You can filter the list of provider/team members to select based on the “Type” and “Status”. If you want to see a list of Rendering Providers only, click the “X” on the “Type” field on the left to clear all of the selections in the “Type” field. Then

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select the “Rendering Provider” Type and only rendering providers will appear in the list to the right.

- You can select a “Status” to filter this list, also.
- You can choose to add or remove individually the provider/ team members shown on the list by clicking on the names listed, or you can click the “Add All” button to add all of the names to the report.
- Click on the **Report** button to create the report. You can preview the report by clicking the Preview button.