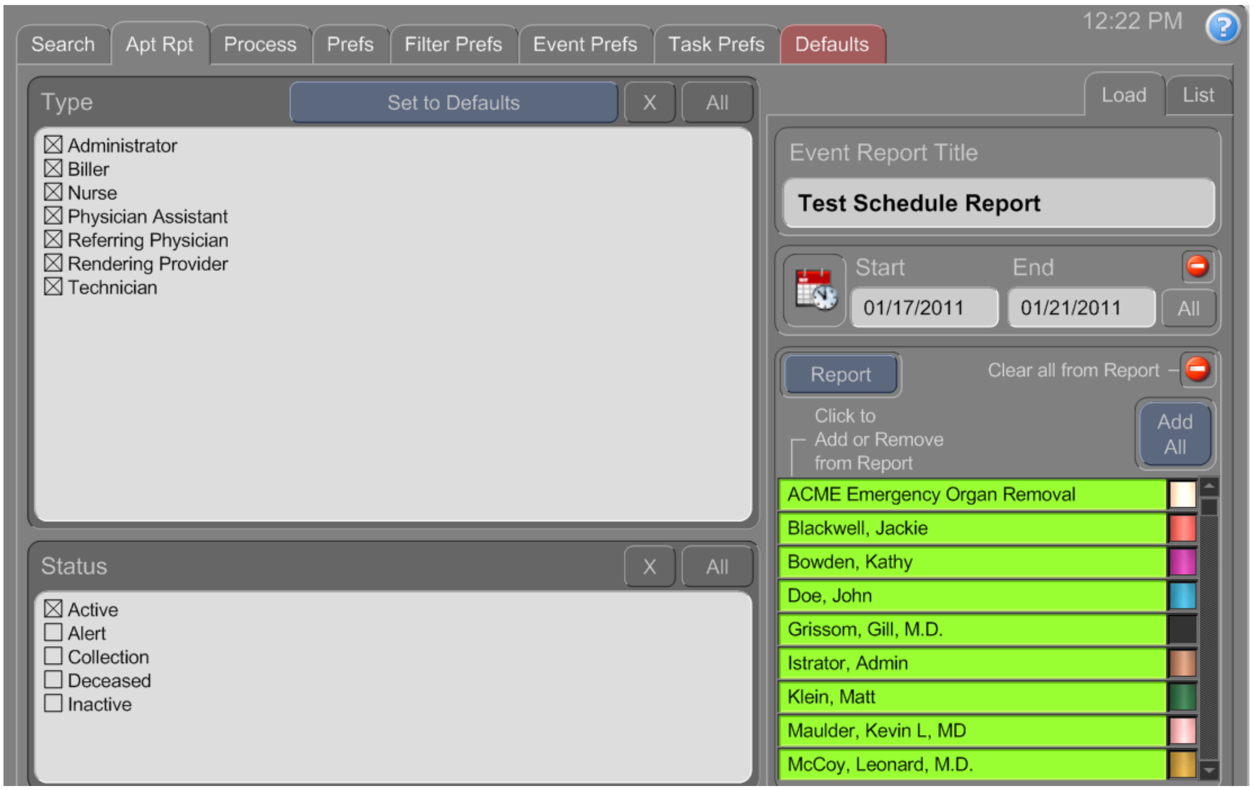
Scheduling - Appointment Reports

- 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.



- 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 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.

