

Reports – Scheduler Claim Task Reports



Printing a report for Appointments or Claim Tasks from the Scheduler

- Click the **Scheduling** menu.
- Select the **AptRpt** tab.



- Enter a name for the report in the "Event Report Title" field.
- Choose a "Start Date" and an "End Date" by manually entering them, or using the calendar icon.
- Choose which provider/team member to include in the report by clicking on the name in the list in the lower right corner.
- Click the **Report** button to create the report. You can then print the report, preview it, or save it as a PDF file.

Reports – Scheduler Claim Task Reports

Easy Billing Professional - Istrator, Admin							
Test Schedule Report							
Monday, January 1, 1900 - through - Wednesday, January 1, 2070							
Start	End	Team Assigned	Instructions	Patients	Type	Category	Description
Monday, June 07, 2010							
11:00 AM	01:00 PM	Maslder, K., MD		Corbett, R.	Treatment 1	Treatment	rtfrh rtfrth rtfrth
Tuesday, June 08, 2010							
11:00 AM	01:00 PM	Smart, G., MD		Colmax, B.	Treatment 1	Treatment	
Tuesday, June 22, 2010							
09:00 AM	12:00 PM	O'Brien, S., PT		Cassidy, S.	Treatment 1	Treatment	