


# Schedule Report

## Steps to make Reminder or Confirmation Calls

1. Click reports from Scheduled Appointments page.
2. Enter date 2 weeks from today in start and end date fields
3. Filter report Status by choosing Next Eye Exam from the drop down shown below.
4. Click “refresh” button toward top of the screen. This will give you the Schedule Report with the information needed to make reminder phone calls
5. To print this report, click on “print” button at the top of the screen.



| [home](#) | [admin](#) | [email](#) | [logout](#) | Confirmation/Reference #

Friday | February 14, 2014  
Test, Login

reports:

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### Schedule Report

Office:  Status:

Start Date:  Created Before:

End Date:  Appointment Type:

Order:  Doctor:

Show Events:

| Time              | Check In | Doctor   | Patient  | Phone                           | Status  | App Info  |
|-------------------|----------|----------|--|---------------------------------|---------|---|
| Monday 03/03/2014 |          |          |  |                                 |         |   |
| 09:40 AM          |          | A. Jones | One, Patient<br>DOB: 10/10/1989<br>Status: Active        | (123)123-1234<br>Reminders: Yes | Next EE | EP CL<br>Email: Yes Text: No <a href="#">[update]</a> |
| 11:00 AM          |          | A. Jones | Two, Patient<br>DOB: 05/16/1968<br>Status: Active        | (225)555-6655<br>Reminders: Yes | Next EE | EP E<br>Email: Yes Text: No <a href="#">[update]</a>  |
| 02:20 PM          |          | A. Jones | Three, Patient<br>DOB: 05/05/1558<br>Status: Do Not Call | (554)888-5555<br>Reminders: Yes | Next EE | EP E<br>Email: Yes Text: No <a href="#">[update]</a>  |

**3 records found**