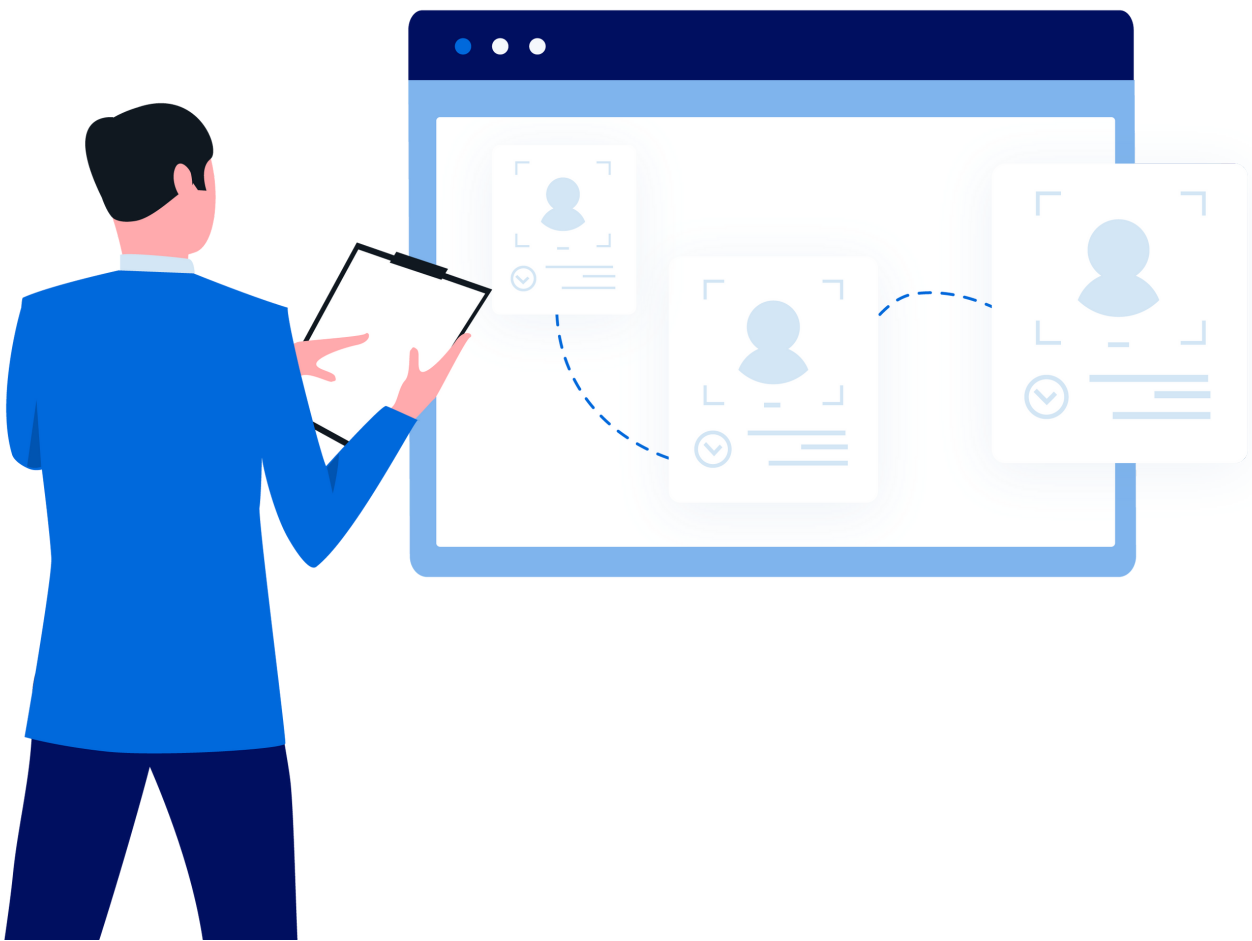


## Help Articles

# How are we able to understand if an appointment is made via the AppointNow feature?



# How are we able to understand if an appointment is made via the AppointNow feature?

Within the Scheduler Window, the AppointNow appointment have an icon(Q) to visually identify the appointment.

To generate a report:

- click the word "Reports"
- choose the "Group Reports" and "Appointment Reports" options from the drop-down list
- select the user's name
- define the desired report parameters
- click the Print / Preview button

The screenshot displays a dental scheduler window for 'Newport Beach Organic Dentistry' on Tuesday, July 31, 2018. The interface shows a grid of appointments for several providers: Jones, Jason (01, 02, 03), Carson, Kathleen (04, 05, 06), and Thomas, Janet (07). Each appointment cell contains patient information, provider name, and procedure codes. A red arrow points to an appointment for 'Mrs. Funicello, Florette' at 10:00 AM, which is marked with a small 'Q' icon in the top right corner of the cell. The 'Q' icon is a small square with the letter 'Q' inside, used to identify appointments made via the AppointNow feature.

Scheduler Patient Transactions Charting Reports Utilities Setup Office Newport Beach Organic Di Help My Account Logout

16 256 Search Patient...

PGID :77 / OID :101

Search Patient or Responsible Party

Search For: Patient (selected), Responsible Party

Search By: Last Name, First Name, Middle Name, Patient ID, Responsible Party ID

Search In: Current Office, All Offices (selected), Include Inactive Patients

Search Last Search Add New Patient

Reports Menu:

- Daily Reports
- Ledger Reports
- Management Reports
- Insurance Reports
- Appointments Reports
- Treatment Plan Reports
- Referral Reports
- Recall Reports
- Ortho Reports
- Statements
- Lists
- Group Reports
  - Appointments Reports
    - Daily Reports
    - Insurance Reports
    - Management Reports
    - Other Reports
    - Referral Reports
- Office Reports
- Letters
- Batch Collection Letters
- Postcards
- Labels
- Custom
- My Reports
- Excel Reports
- Blank Insurance Forms
- Pat Reg./Medical Info Forms
- Dashboard
- Search Report

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Scheduler Patient Transactions Charting Reports Utilities Setup Office Newport Beach Organic Di Help My Account Logout

16 256 Search Patient...

PGID :77 / OID :101

Group Reports - Appointments Reports

Select Report

- Appointment Detail By User - Appoint Now

Report Criteria

By Office Group (selected) By Office

Office Group: ALL (selected), CA - Orange County, CA - San Diego

By Created On (selected) By Appointment Date

Created On Date Range

Start Date: 7/23/2018

End Date: 8/6/2018

Operator: ALL

Provider: ALL (selected), 02AA : Appleton, Anthony DDS, ZASSIS : Assistants, Assistants

Include Cancelled Appointments: [checked]

Appointment Cancellation Reason: ALL (selected), Automated cancellation, Cancelled and rescheduled

Include Patient Phone Number: [checked]

Appointment Detail By User - Appoint Now

Print / Preview

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**Organic Dentistry Of The Universe  
Appointment Detail By User - AppointNow**

| Appt Date  | Appt Time | Appt Status | Len (min) | Op   | Prdr | Chart# | Patient                                   | Phone #                              | Carrier  | Procedure (Code Th Surf         | Notes |
|--|-----------|-------------|-----------|------|------|--------|---|--------------------------------------|--|---------------------------------|-------|
| User: AppointNow                                     |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Created Date: 5/6/2014                               |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Office: Newport Beach Organic Dentistry              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| 7/31/2018  | 8:00 AM   | In Operator | 30        | 03   | 00JJ |        | Funicello, Florette<br>778<br>Bal: 191.00 | (H) : 224-567-8971<br>(C) :<br>(W) : | P : DELTA DENTAL<br>PLAN (CA) PPO Ph#:-<br>(800) 548-5468<br>S : | D8670A Ortho<br>Treatment Visit |       |
| Total for Office, Newport Beach Organic Dentistry: 1 |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Total for, 5/6/2014 : 1                              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Created Date: 5/13/2014                              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Office: Newport Beach Organic Dentistry              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| 7/31/2018  | 10:30 AM  | Unconfirmed | 30        | ADJ2 | 08DA |        | EMMETT, SCOTT<br>0<br>Bal: 0.00           | (H) : 949-388-3773<br>(C) :<br>(W) : | P :<br>S :   | D8670A Ortho<br>Treatment Visit |       |
| Total for Office, Newport Beach Organic Dentistry: 1 |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Total for, 5/13/2014 : 1                             |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Created Date: 5/14/2014                              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Office: Newport Beach Organic Dentistry              |           |             |           |      |      |        |   |                                      |  |                                 |       |
| 7/31/2018  | 8:00 AM   | In Operator | 30        | ADJ3 | 08DA |        | NAMASTE, NINA<br>0<br>Bal: 0.00           | (H) : 949-859-4884<br>(C) :<br>(W) : | P :<br>S :   | D8670A Ortho<br>Treatment Visit |       |
| Total for Office, Newport Beach Organic Dentistry: 1 |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Total for, 5/14/2014 : 1                             |           |             |           |      |      |        |   |                                      |  |                                 |       |
| Created Date: 6/17/2014                              |           |             |           |      |      |        |   |                                      |  |                                 |       |

From Created Date : 7/23/2018 Offices Group ALL  
Thru : 8/6/2018 Cancellation Reason:ALL

Providers : ALL  
Operator : ALL

Appointment Detail By User - AppointNow

Printed : 8/6/2018 2:59:23 PM

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