

# Print appointment list

Last Modified on 15/06/2021 11:20 am ACST

## Print Appointment list (Appointment Report)

Appointments can be printed directly from the List Interface,

1. Select **Appointments** from the menu.
  - a. The Appointments screen will display.
2. Select the **List** button at the top right-hand side of the screen.
  - a. This loads the list screen.
  - b.

Field	Description
Date	Use the mini-calendar to select a date;
Days	Select either <b>1 day</b> , <b>3 Next Days</b> , <b>Work Week</b> (default) or <b>Full Week</b> , as needed;
Status	Select an appointment status to filter accordingly;
SMS content	Select Yes, No, or Any, as appropriate (i.e., whether the patient agrees to be contacted via SMS
View	Select the calendar view to show appointments.
<b>Appointment</b>	
Time	Show when the appointment has been booked
Details	Any information that are related to this appointment
Patient	This will show the patient name in the appointment
Status	Select from the drop down list

3. Click **Print** Button at the top left corner.

The screenshot shows the CareRight Appointments interface. On the left is a sidebar menu with options: Dashboard, Appointments, Cases, Correspondence, Events, Exports, Followups, Imports, and Invoices & Claims. The main area has a blue header with a right arrow icon and the title 'Appointments'. Below the header, there are two buttons: 'Send SMS' and 'Print'. The 'Print' button is circled in red. Below the buttons are filters for Date (12/04/2021), Days (Work Week), Status (Any), SMS Consent (Any), and View (All Provide). The main content area shows the date 'Monday, 12/04/2021' and a table with columns: Time, Details, and Patient.

### Appointment Report 15/06/2020 00:00 - 17/06/2020 00:00

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Printed: 27/04/2021 10:44

Patient	Details	Next of Kin	Location	Provider
10:00 15 Jun Smith, Barry, (M) DOB: 1970-01-01 12 Main CHERRY GARDENS	M: 0144873456 E: test@clintelsystem.com		Metro	Max Powers
Appointment Type Intake Assessment Notes		Alert	Description	Identified
		Allergy	No Allergies	
		Alert	No Alert	
		Notice	No Notice	
12:00 15 Jun Smith, Barry, (M) DOB: 1970-01-01 12 Main CHERRY GARDENS	M: 0144873456 E: test@clintelsystem.com		Metro	Max Powers
Appointment Type Intake Assessment Notes		Alert	Description	Identified
		Allergy	No Allergies	
		Alert	No Alert	
		Notice	No Notice	
13:30 15 Jun Smith, Maggie, (F) DOB: 1983-08-24 16 Woodhouse Crescent	M: 0419824155		Metro	Max Powers

Print View of Appointment Report