

Print a Missed School or Work Note

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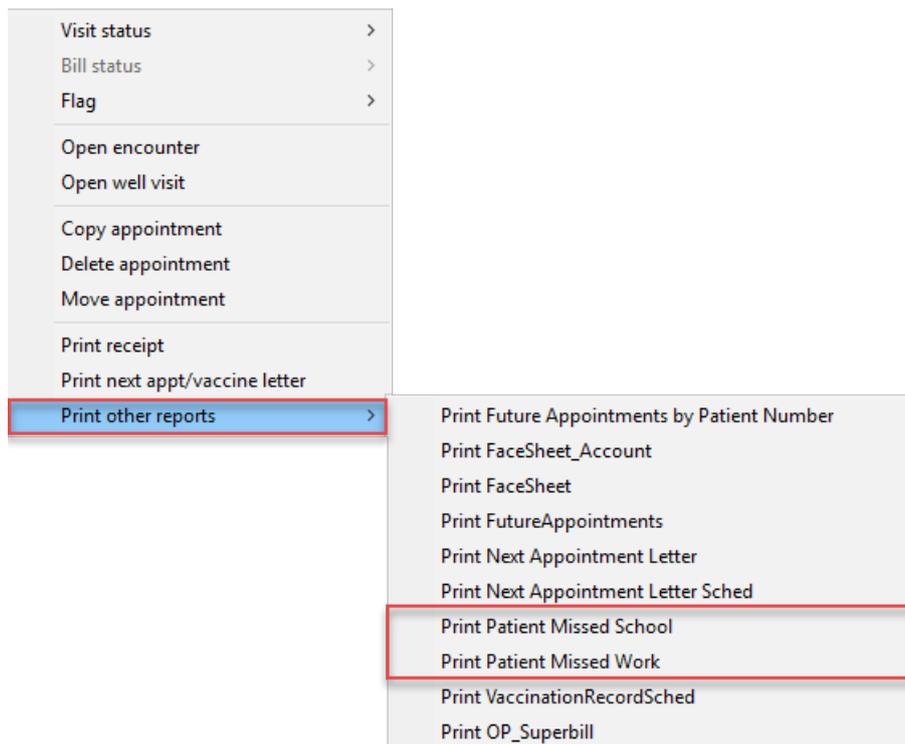
Path: Clinical, Practice Management, or Billing tab > Schedule button (Calendar or Tracking radio button)

About

Missed School and Missed Work Notes can be printed from both the Calendar and the Tracking views of the Schedule. Regardless of where you initiate this print, a record of the Note is saved in the patient's Documents under Disclosures.

Print a Missed School or Work Note

1. Navigate to the Calendar Schedule or Tracking Schedule by following the path above and selecting the appropriate Calendar or Tracking radio button.
2. Click to select the patient's **appointment**, and right-click.
3. Select **Print other reports**.
4. Select **Print Patient Missed School** or **Print Patient Missed Work**.



5. Proceed with your normal workflow for printing from OP.