

# Manually Confirming Appointments

Last Modified on 03/19/2024 4:34 pm EDT

Version 14.19



Our new Multi-Location Calendar updates are here! Please see the [OP 21.3 Calendar Articles](#) for an overview of the changes. Practices can configure OP to [switch to the new calendar](#) and explore its features.

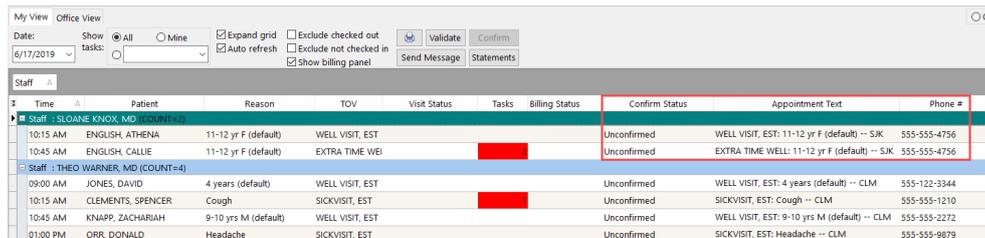
**Path: Clinical, Practice Management, or Billing > Schedule > Tracking radio button**

## Overview

This page will instruct you on how to manually confirm appointments.

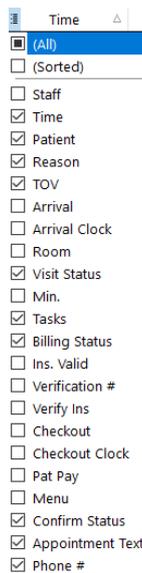
## Confirming Appointments

1. Click on **Schedule** button.
2. Click on **Tracking** radio button.
3. Select the date for the appointments that you are confirming.



Time	Patient	Reason	TOV	Visit Status	Tasks	Billing Status	Confirm Status	Appointment Text	Phone #
Staff : SLOANE KNOX, MD (COUNT=2)									
10:15 AM	ENGLISH, ATHENA	11-12 yr F (default)	WELL VISIT, EST				Unconfirmed	WELL VISIT, EST: 11-12 yr F (default) -- SJK	555-555-4756
10:45 AM	ENGLISH, CALLIE	11-12 yr F (default)	EXTRA TIME WEI				Unconfirmed	EXTRA TIME WELL: 11-12 yr F (default) -- SJK	555-555-4756
Staff : THEO WARNER, MD (COUNT=4)									
09:00 AM	JONES, DAVID	4 years (default)	WELL VISIT, EST				Unconfirmed	WELL VISIT, EST: 4 years (default) -- CLM	555-122-3344
10:15 AM	CLEMENTS, SPENCER	Cough	SICKVISIT, EST				Unconfirmed	SICKVISIT, EST: Cough -- CLM	555-555-1210
10:45 AM	KNAPP, ZACHARIAH	9-10 yrs M (default)	WELL VISIT, EST				Unconfirmed	WELL VISIT, EST: 9-10 yrs M (default) -- CLM	555-555-2272
01:00 PM	ORR, DONALD	Headache	SICKVISIT, EST				Unconfirmed	SICKVISIT, EST: Headache -- CLM	555-555-9879

4. On the top left of the Tracking window data grid, click on the **Hidden Column** button  to add Phone # to the view.



5. From here the user can either work down the schedule and call patient's confirming their appointments, then manually change the confirmation status to the appropriate type of confirmation or if the office would prefer to do confirmations on paper, then there is a print option by clicking on the **Printer Button**  .

Version 14.10

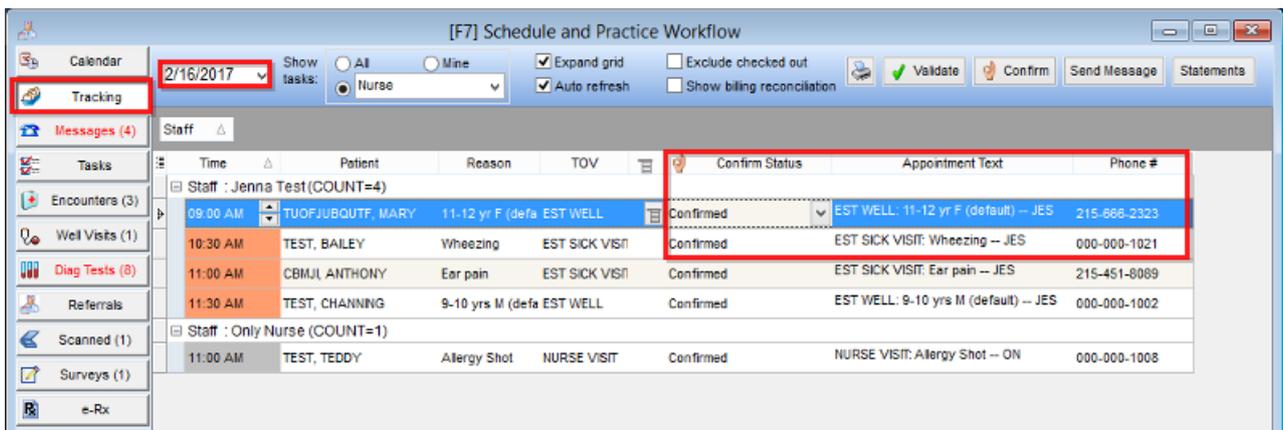
Path: Smart Toolbar > Schedule button > Tracking tab

## Overview

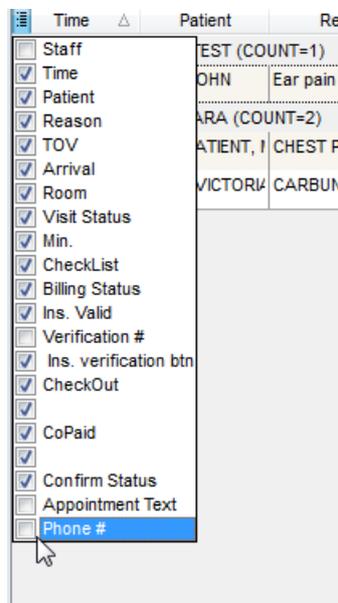
This page will instruct you on how to manually confirming appointments.

## Confirming Appointments

1. Click on **Schedule** button  .
2. Click on **Tracking** tab  **Tracking** .
3. Select the dates for the appointments that you are confirming.



4. On the right hand side of the Tracking window, click on the **Hidden Column** button  to add Phone # to the view.



5. From here the user can either work down the schedule and call patient's confirming their appointments, then manually change the confirmation status to the appropriate type of confirmation. If the office would prefer to do confirmations on paper, then there is a print option by clicking on the **Printer** Button  .