

# Check a Patient Out

Last Modified on 03/22/2023 1:39 pm EDT

Version 20.17

**Path: Clinical, Practice Management, Billing tab > Schedule button**

## About

Below you will learn the ways to mark a patient's appointment as **Checked Out**. Checking a patient out involves marking an appointment Checked Out, collecting payments, printing excuse notes, and making future appointments.

## Mark an appointment Checked Out from the Tracking window

1. Following the path above, select the **Tracking** radio from the Calendar/Schedule window.
2. Click on the appointment from the list that needs to be checked out, and do one of the following:
  - Use the dropdown arrow from the **Visit Status** column, and select the **Checked Out** option, this will time stamp the checked-out time for the patient.
  - Click on the checkout clock from Tracking to check the patient out, this will time stamp the checked-out time for the patient.
3. The appointment will display in a gray color and indicate a "checked out" text in the Visit Status column.

## Mark an appointment Checked Out from the Tracking window

1. Following the path above, select the **Tracking** radio from the Calendar/Schedule window.
2. Right-click on the appointment and select the **Visit Status** option.
3. From the Visit Status list, click on **Checked Out**.
4. The appointment will display in a gray color, indicating to everyone looking at the schedule, that this patient is Checked Out.



Version 14.19

**Path: Smart Toolbar > Schedule button**

## Overview

This page will instruct you on how to check out a patient. Checking a patient out involves marking an appointment as Checked Out, collecting payments, printing excuse notes, and making future appointments.

## Check a Patient Out from Tracking

1. Click the **Schedule** button  .
2. Click the **Tracking** tab  .
3. Use the dropdown arrow on the **Visit Status** column and select **\_Checked Out\_**. This will time stamp the checked out time for the patient.



### Tracking Tab: Visit Status

- The appointment color will turn to a gray color, and indicate "checked out" text in the Visit Status column.

Time	Patient	Visit Status
Staff : DR BARBARA (COUNT=2)		
10:20 AM	TEST, LLOYD	Checked Out
11:10 AM	TEST, PAM	Checked Out

### Tracking Tab: Visit Status


OR

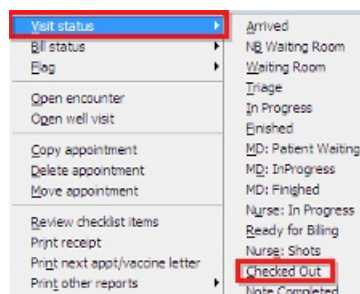
You may click on the checkout clock from Tracking to check the patient out. This will time stamp the check out time for the patient.

Time	Patient	Reason	TOV	Arrival	Room	Visit Status	Min.	Tasks	Billing Status	Checkout	Confirm Status
Staff : Demo Doctor (COUNT=1)											
12:10 PM	TEST, TANNER	5-6 years (default)	EST WELL	01:11 PM	Waiting Room	Checked Out				00 AM	Unconfirmed

### Tracking Tab: Checkout Clock

## Check a Patient Out from Calendar

- Click on the **Calendar** tab  of the Schedule.
- Left-click on the appointment to select it.
- Right-click on the appointment.
- Select the Visit Status option and click on *Checked Out* from the dropdown menu.



### Add/Edit Appointment: Visit Status

- The appointment for the patient, will turn a gray color, indicating to everyone looking at the schedule, that this patient is Checked Out.

**CoPaid**  
11:05 TEST, PAM [215-555-1234 ID:5013] ~NP WELL: ADHD  
Maintenance visit -- DD9

**Add/Edit Appointment**