

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**.

Print Next Appointment Reminder

Last Modified on 02/04/2021 2:55 pm EST

Version 14.19

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

Overview

In this article, you will learn how to print a next appointment reminder letter from the Calendar or Tracking window.

Print Next Appointment Reminder from the Calendar View

- 1. Right-click the selected patient.
- 2. Select Print other reports from the menu.
- 3. Select Print Future Appointments or Print Next Appointment Letter.

		_	Print Generic Lab Slip
			Print FaceSheet Account
			Print OP_Superbill_withICD9
	Visit status	>	Print FaceSheet
	Bill status	>	Print FutureAppointments
	Flag	>	Print Next Appointment Letter
	Open encounter Open well visit		Print OP_SuperBill (renamed 09/28)
			Print Patient Missed School
			Print Patient Missed Work
	Copy appointment		Print OP_SuperBill_2015 (renamed 10/2/2015)
	Delete appointment		Print OP_Superbill
	Move appointment		Print OP_SuperBill_2015
	Review checklist items		Print OP_SuperBill_NoImage_w_Labels
	Print receipt		Print OP_SuperBill_82818
	Print next appt/vaccine letter		Print Quakerbridge-Superbill-jpeg
	Print other reports	>	Print Quakerbridge-Superbill

4. The Print dialog box is displayed. Confirm the printer and click theOK buttonto print.

Print Next Appointment Reminder from the Tracking Window

- 1. Right-click the selected patient.
- 2. Select Print other reports from the menu.
- 3. Select Print Future Appointments or Print Next Appointment Letter.





4. The Print dialog box is displayed. Confirm the printer and click the**OK** button to print.

Version 14.8

Office Practicum

Path: Smart Toolbar > Sched button > Calendar tab

Overview

This page will instruct you on how to print a next appointment reminder letter.

Print Next Appointment Reminder

1. Select the patient that is ready to check out, by left clicking once on the patient's appointment.

() 04:39 TEST, TIMMY (215-555-5147 ID:4389

- 2. Right-click and select Other Reports from the dropdown menu.
- 3. Choose Print Future Appointments or Print Next Appointment Letter from the dropdown menu.
- 4. Click the **Print** button 🖨 in the upper left corner.
- 5. Click on the Close button Close







Å		[F7] Schedule	and Practice Workflow		- • ×	
By Calendar	F	Primary Location v Complete		^ 🕹	🛷 📅 Appts Slots	
Tracking		305 -	(SJK) Susan Testdoc	(none)	V Day Week	
12 Messages	AM 10	Visit status	•	•	September 2014 🕨	
Tasks	20	Bill status		Sun Mo	n Tue Wed Thu Fri Sat	
Encounters	30	TEST.	symptoms – SJK	31 1	2 3 4 5 6 9 10 11 12 13	
Well Visits	40	Open encounter Open well visit		14 15	5 16 17 18 19 20 2 23 24 25 26 27	
Diag Tests	50	Conv appointment		28 25	30 1 2 3 4 7 8 9 10 11	
👗 Referrais	00	Delete appointment		210	C Today: 8/29/2014	
C Documents	12 10	Move appointment		÷ /	' — 🖻 🖹 🕝 🤅	
Surveys	20	Review checklist items		_#i [· 🖊 ? 🖸 🕭 🏾	
😰 e-Rx	30	Print receipt Print next appt/vaccine k	etter	Anot Da	te: 9/3/2014	
	PM 40	Print other reports	Print Generic Lab Slip] min.	Start : 11:30 AM End : 11:40 AM	
Column names:	50	_	Print FaceSheet Account	ST, S/ (5013)	ST, SARAH (000-000-1006 (5013) "EST SICK VISIT: Cold	
Staff	00		Print OP_Superbill_withICD9	mptom	s SJK	
Schedule text:	10		Print FaceSheet Print EutureAppointments			
Octails	20		Print Next Appointment Lett	er	Tasks (0) show Slot Usage show	
O Name only x (hidden)	Complete	Doctors Only Nursing Only	Print OP_SuperBill			
of Appointments: 0	Pat.ID:	5013 Sum Co-PayRec'd = \$0.00	Wednesd Print Patient Missed School			
	Miscell	aneous Notes:	Print Patient Missed Work	ions:	6	

Version 14.10

Path: Smart Toolbar > Sched button > Calendar or Tracking tab

Overview

This page will instruct you on how to print a next appointment reminder letter from the Calendar or Tracking window.

Print Next Appointment Reminder from the Calendar

- 1. Right-click on the selected patient.
- 2. Select Print other reports from the menu.
- 3. Select Print Future Appointments or Print Next Appointment Letter from the submenu.

		Print Generic Lab Slip Print FaceSheet Account Print OP_Superbill_withICD9
Visit status	>	Print FaceSheet
Bill status	>	Print FutureAppointments
Flag	>	Print Next Appointment Letter
Open encounter Open well visit		Print OP_SuperBill (renamed 09/28) Print Patient Missed School Print Patient Missed Work
Copy appointment Delete appointment Move appointment		Print OP_SuperBill_2015 (renamed 10/2/2015) Print OP_Superbill Print OP_SuperBill_2015
Review checklist items Print receipt		Print OP_SuperBill_NoImage_w_Labels Print OP_SuperBill_82818
Print next appt/vaccine letter		Print Quakerbridge-Superbill-jpeg
Print other reports	>	Print Quakerbridge-Superbill

4. The Print dialog box displays. Confirm the printer and clickOK to print.





Print Next Appointment Reminder from the Tracking Window

- 1. Right-click on the selected patient.
- 2. Select Print other reports from the menu.
- 3. Select Print Future Appointments or Print Next Appointment Letter from the submenu.

Reason R (COUNT=1) Sore throat	TOV EST SICK VISI	Arrival	() ()	Print Generic Lab Slip Print FaceSheet Account Print OP_Superbill_withICD9 Print FaceSheet		
Open enco Open well	Open encounter Open well visit			Print FutureAppointments Print Next Appointment Letter		
Add/Edit A Print next a Print Recei	· Add/Edit Appointment Print next appt /vaccine/growth letter Print Receipt			Print OP_SuperBill (renamed 09/28) Print Patient Missed School Print Patient Missed Work Print OP_SuperBill_2015 (renamed 10/2/2015)		
Clear Roon Clear Visit S Clear Billin Clear Chec	Clear Room Assignment Clear Visit Status Clear Billing Status Clear Checkout Time Clear All Fields Print other reports			Print OP_Superbill Print OP_SuperBill_2015 Print OP_SuperBill_NoImage_w_Labels Print OP_SuperBill_22212		
Clear All Fi Print other				Print Quakerbridge-Superbill-jpeg Print Quakerbridge-Superbill		

4. The Print dialog box displays. Confirm the printer and clickOK to print.

Version 14.8

Path: Smart Toolbar > Sched button > Calendar tab

Overview

This page will instruct you on how to print a next appointment reminder letter.

Print Next Appointment Reminder

1. Select the patient that is ready to check out, by left clicking once on the patient's appointment.



- 2. Right-click and select Other Reports from the dropdown menu.
- 3. Choose Print Future Appointments or Print Next Appointment Letter from the dropdown menu.
- 4. Click the **Print** button 🖨 in the upper left corner.
- 5. Click on the **Close** button Close when printing is complete.





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B Calendar		Primary Location V Complete	^	🌦 🥏 📅 Appts Slots	
Tracking		305 - (SJK) Susan Testdoc		(none) V Day Week	
Messages	AM 10	Visit status Bill status		September 2014 Sun Mon Tue Wed Thu Fn Sat	
Encounters	30	TEST Flag + symptoms - SJK		31 1 2 6 4 5 6 7 8 9 10 11 12 13 14 15 15 17 18 19 20	
Qe Well Visits	40	Open well visit	-	21 22 23 24 25 26 27 28 29 30 1 2 3 4	
Diag Tests	00	Copy appointment Delete appointment		5 6 7 8 9 10 11	
C Documents	12 10	Move appointment			
Surveys	20	Print receipt		Arest Date: 9/2/2014	
Column names: Staff Room	PM 40 50 00	Print other reports Print Generic Lab Slip Print FaceSheet Account Print OP_Superbill_withICD9 Print FaceSheet		Tmin. Statt: 11:30 AM End: 11:40 AM IST, SARAH (000-000-1006 :5013) ~EST SICK VISIT: Cold mptoms ~ SJK	
Schedule text:	10	Print FutureAppointments Print Next Appointment Letter		Tasks (0) show 🗸 Slot Usage show	
O x (hidden) # of Appointments: 0	Comp Pat.	ete Doctors Only Nursing Only Print OP_SuperBill D: 5013 Sum Co-PayRecid = \$0.00 Wednesc Print Patient Missed School			
	Mise	ellaneous Notes: Print Patient Missed Work		ions:	

