

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

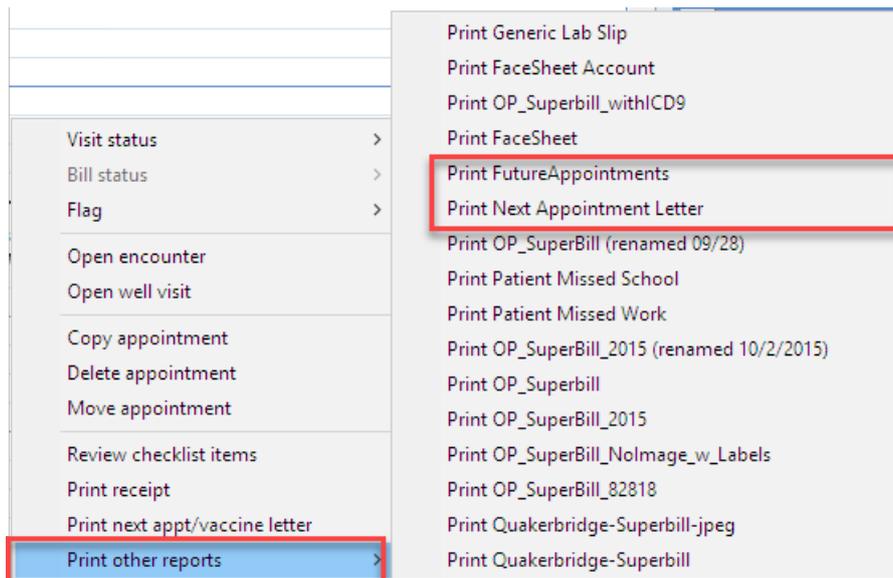
Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar or Tracking radio button

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

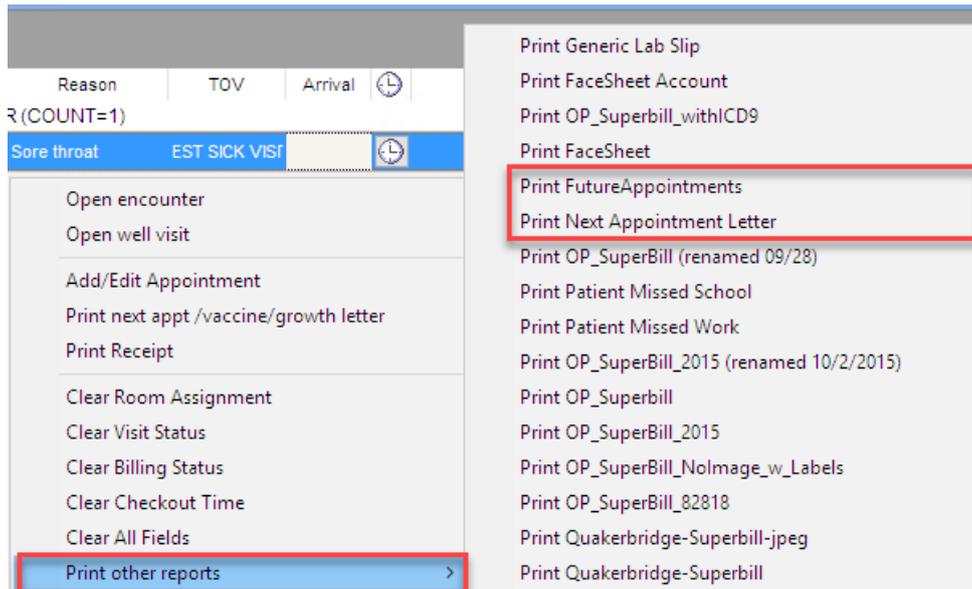
1. Right-click the selected **patient**.
2. Select **Print other reports** from the menu.
3. Select **Print Future Appointments** or **Print Next Appointment Letter**.



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

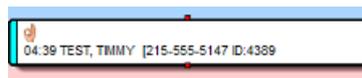
Path: Smart Toolbar > Sched button > Calendar tab

Overview

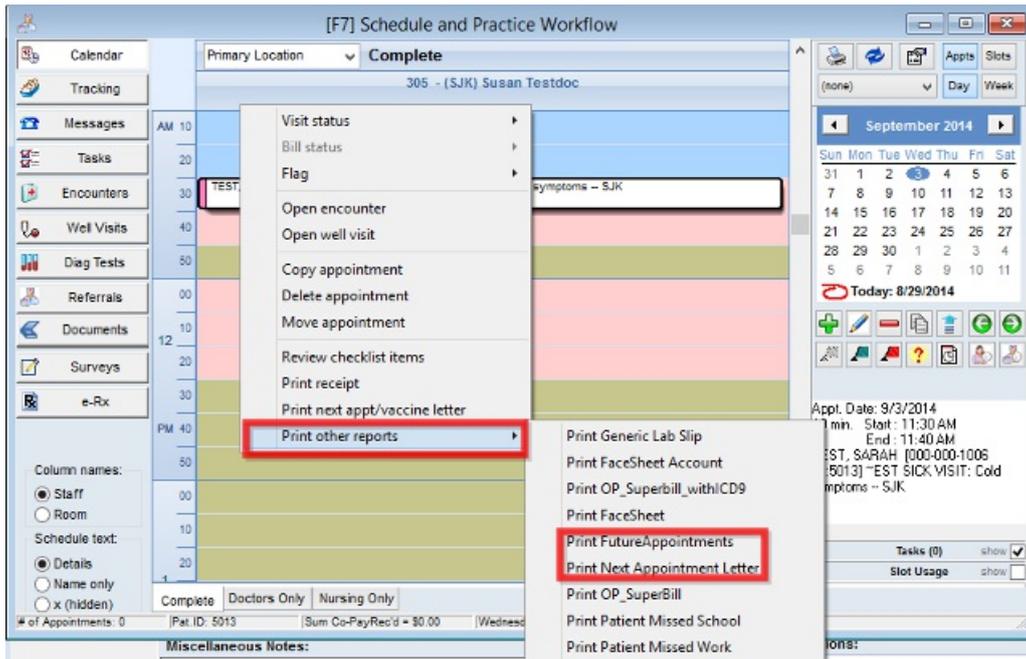
This page will instruct you on how to print a next appointment reminder letter.

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  when printing is complete.



Version 14.10

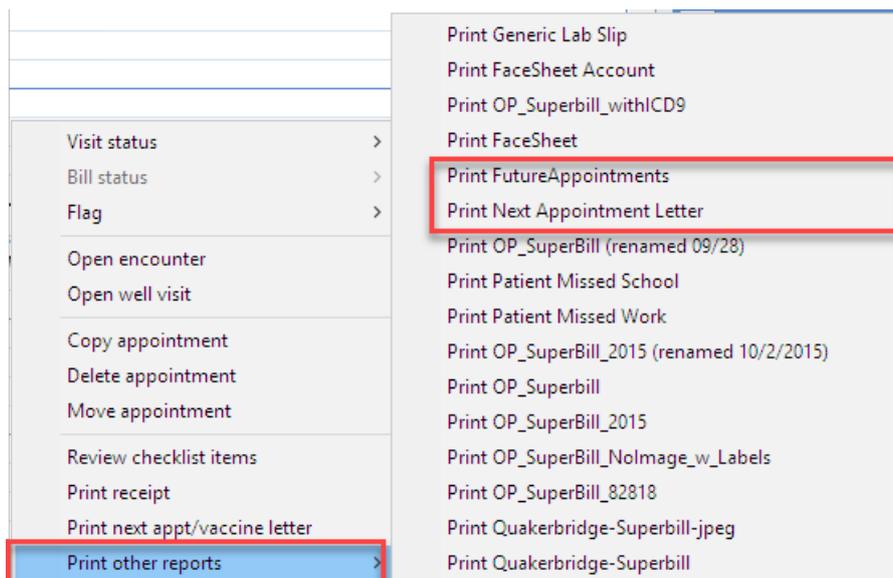
Path: Smart Toolbar > Sched button > Calendar or Tracking tab

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

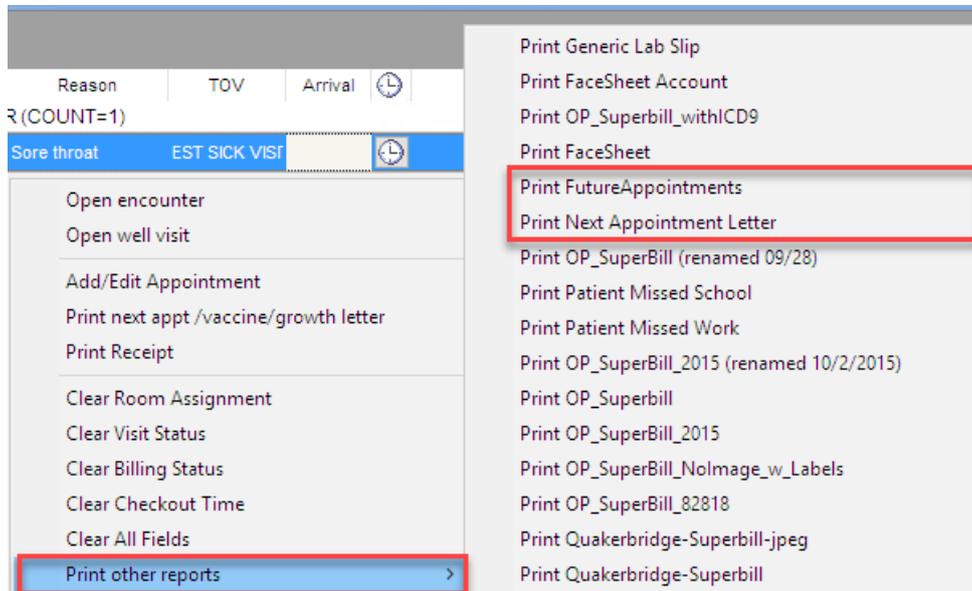
1. Right-click on the selected patient.
2. Select **Print other reports** from the menu.
3. Select **Print Future Appointments** or **Print Next Appointment Letter** from the submenu.



4. The Print dialog box displays. Confirm the printer and click **OK** 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.



4. The Print dialog box displays. Confirm the printer and click **OK** to print.

Version 14.8

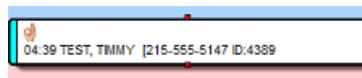
Path: Smart Toolbar > Sched button > Calendar tab

Overview

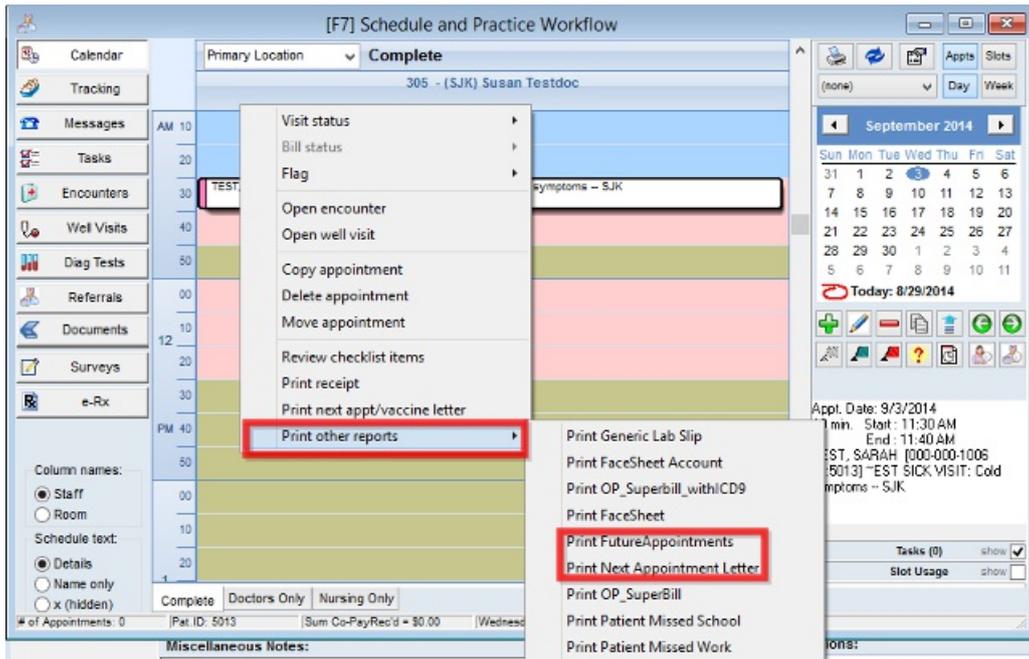
This page will instruct you on how to print a next appointment reminder letter.

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  when printing is complete.



[F7] Schedule and Practice Workflow

Primary Location: Complete

305 - (SJK) Susan Testdoc

TEST

symptoms - SJK

Print other reports

Print Next Appointment Letter

Print Generic Lab Slip

Print FaceSheet Account

Print OP_Superbill_withCD9

Print FaceSheet

Print FutureAppointments

Print Next Appointment Letter

Print OP_SuperBill

Print Patient Missed School

Print Patient Missed Work

Appt. Date: 9/3/2014

1 min. Start: 11:30 AM

End: 11:40 AM

EST, SARAH [000-000-1006

5013] - EST SICK VISIT: Cold

ptoms - SJK

Tasks (0) show

Slot Usage show