We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Standard Reports: Scheduled Appointments

Last Modified on 10/25/2019 9:17 am EDT

Version 14.19

When to Use this Report

Use this report when you want to see a total count of appointments for your scheduled providers for a specified time frame. This report also can be used to see how many appointments were No Show appointments for the day, week, month, or year.

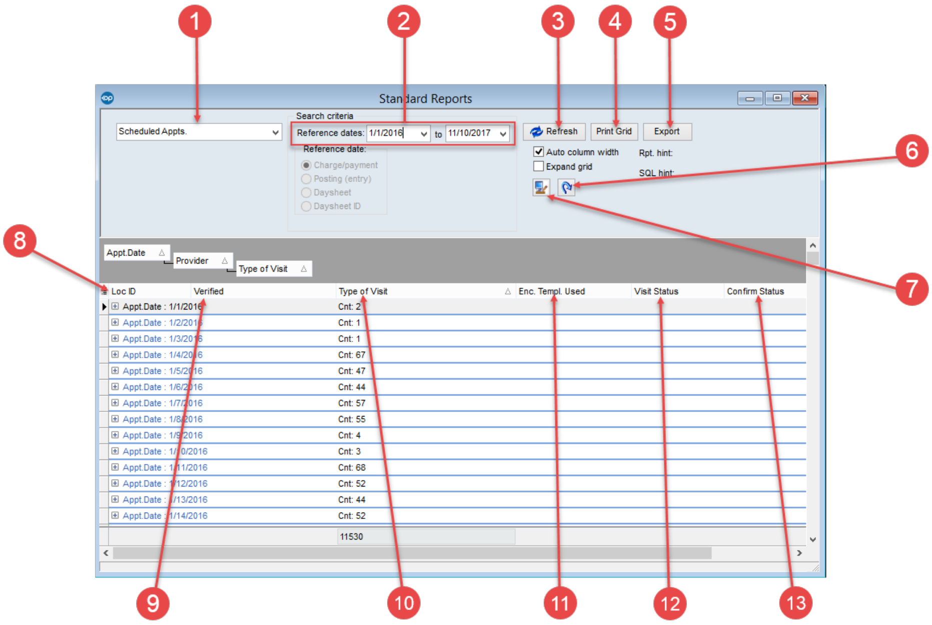
About Scheduled Appointments

> **Path: Billing tab > Transactions button > Standard Billing Reports**

The Scheduled Appts. report compiles information for scheduled appointments in four levels of detail:

- Appointment date and total count of appointments.
- Total appointment count for each provider on the schedule.
- Total appointment count for each type of visit on the schedule.
- Appointment confirmation information, visit status, and encounter template applied to the visits.

Note: More columns are available in the data grid than shown in the map below. The map only describes the columns displayed in the map. To see the total list of columns, select the column selection icon in the upper-left area of the grid ( ).



Scheduled Appointments Map

Number	Section	Description
1	Choose a report	The Choose a report dropdown selects one of the six available reports to display in the standard reports grid. These reports include: • **Transactions for check number** • **Financial Summary** • **Charges per scheduled appointment** • **Unbilled charges for scheduled appointments** • **Reimbursement per visit** • **Scheduled appointments** • **Compare allowable to payment**
2	Reference dates (range)	The Reference Dates set the start and end date for the displayed report's date range. Reports that meet the criteria and fall within the selected date range will appear in the standard reports grid.
3	Refresh button	The **Refresh** button refreshes the data in the standard reports grid.
4	Print Grid button	The **Print Grid** button prints or exports the standard reports grid as it appears. You can print a paper or PDF copy of the report. The report will open in Print Preview mode. In Print Preview mode, you can choose to print the report or export to PDF. If you export to PDF, you will be given some options regarding how you would like to save the image. Remember, that when saving practice sensitive information or any kind of PHI outside of Office Practicum, you should consider

		who has access to the information you are saving. You can add a password to the PDF you are saving by going to the Security tab, checking the box that says "Enabled," and Adding a User Password (or you can choose to protect your data in some other way within your own network).
5	Export button	The **Export** button exports the data shown in the standard reports grid as an .xls or .csv file.
6	Reset Preferences button	The **Reset Preferences** button resets the default window and grid preferences.
7	Preferences button	The **Preferences** button saves the window and grid preferences.
8	Location ID	The Location ID column displays the location identifier for the visit. This is useful for practices that have multiple locations.
9	Verified	The Verified column lists the indicated appointment's Real Time Eligibility (RTE) status.
10	Type of Visit	The Type of Visit column lists the visit type as the visit type set in OP (Sick Visit, Well visit, Teen Well, etc.).
11	Enc. Template Used	The Encounter Template Used indicates the template type used for the visit (Sore throat, ear pain, flu vaccine, etc.).
12	Visit Status	The Visit Status column displays the status of the visit (Completed, No Show).
13	Confirm Status	The Confirm Status column lists the conformation status for the visit (Confirmed, Unconfirmed, Awaiting confirmation, Left Message, Self-confirmed, etc.).

Version 14.10

When to Use this Report

Use this report when you want to see a total count of appointments for your scheduled providers for a specified time frame. This report also can be used to see how many appointments were No Show appointments for the day, week, month, or year.

About Scheduled Appointments

> **Path: Reports menu > Standard Reports > Choose a Report dropdown >**

Scheduled Appointments

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- Total appointment count for each type of visit on the schedule.
- Appointment confirmation information, visit status, and encounter template applied to the visits.

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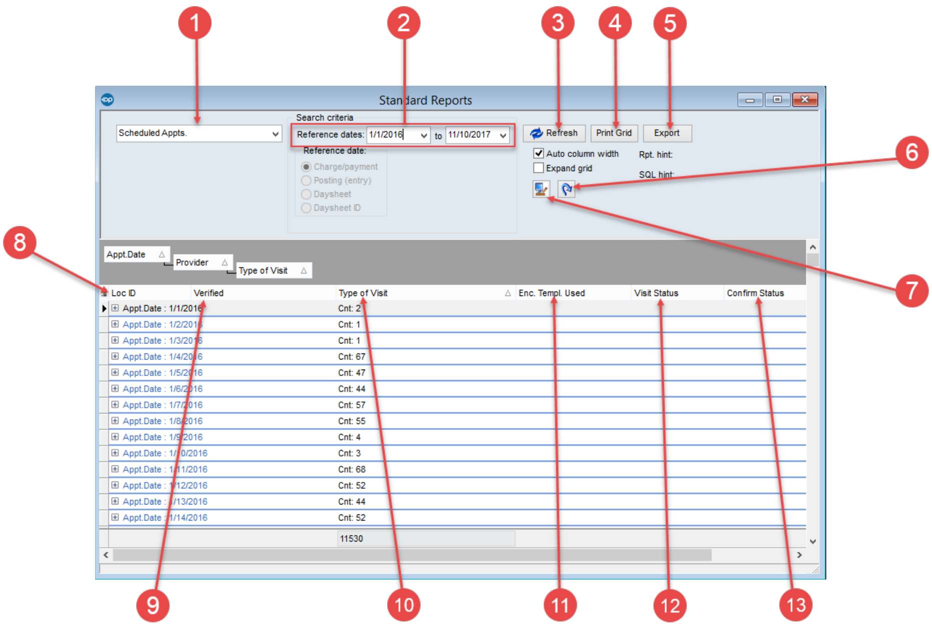

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