

### Important Content Update Message

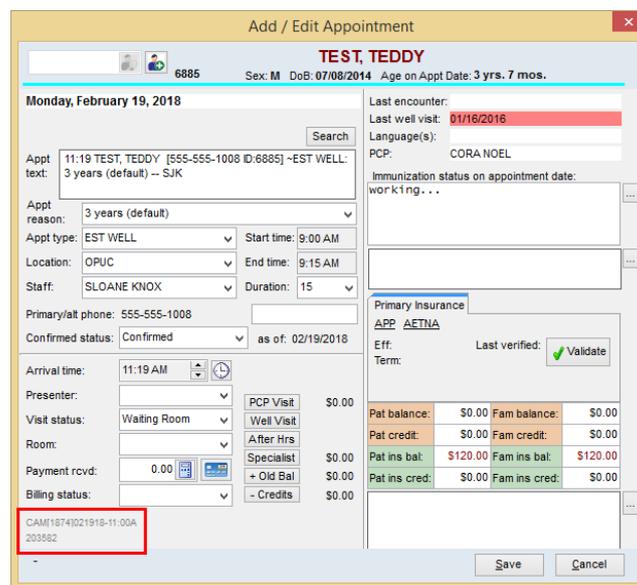
We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**.

# How can I see who scheduled an appointment?

Last Modified on 06/26/2020 3:34 pm EDT

To see who scheduled an appointment:

1. Navigate to the **Schedule**.
2. Double-click the appointment to open the Add/Edit Appointment window.
3. In the lower-left corner of the Add/Edit Appointment window, you will see the initials of the person who scheduled the appointment in addition to the date and time of scheduling.



**Add / Edit Appointment**

**TEST, TEDDY**  
6885 Sex: M DoB: 07/08/2014 Age on Appt Date: 3 yrs. 7 mos.

Monday, February 19, 2018

Appt text: 11:19 TEST, TEDDY [555-555-1008 D:6885] -EST WELL: 3 years (default) -- SJK

Appt reason: 3 years (default)

Appt type: EST WELL Start time: 9:00 AM

Location: OPUC End time: 9:15 AM

Staff: SLOANE KNOX Duration: 15

Primary/alt phone: 555-555-1008

Confirmed status: Confirmed as of: 02/19/2018

Arrival time: 11:19 AM

Presenter: [Dropdown]

Visit status: Waiting Room

Room: [Dropdown]

Payment rcvd: 0.00

Billing status: [Dropdown]

PCP Visit \$0.00  
Well Visit  
After Hrs  
Specialist \$0.00  
+ Old Bal \$0.00  
- Credits \$0.00

Last encounter:  
Last well visit: 01/16/2016  
Language(s):  
PCP: CORA NOEL  
Immunization status on appointment date:  
working...

Primary Insurance  
APP AETNA  
Eff:  
Term: Last verified: Validate

Pat balance:	\$0.00	Fam balance:	\$0.00
Pat credit:	\$0.00	Fam credit:	\$0.00
Pat ins bal:	\$120.00	Fam ins bal:	\$120.00
Pat ins cred:	\$0.00	Fam ins cred:	\$0.00

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Save Cancel



**Note:** This information is not displayed if the appointment was Live Scheduled on the Patient Portal.