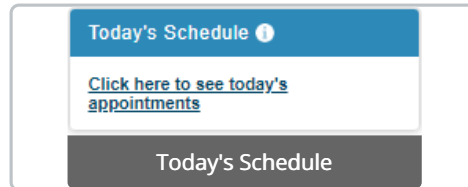


Today's Schedule

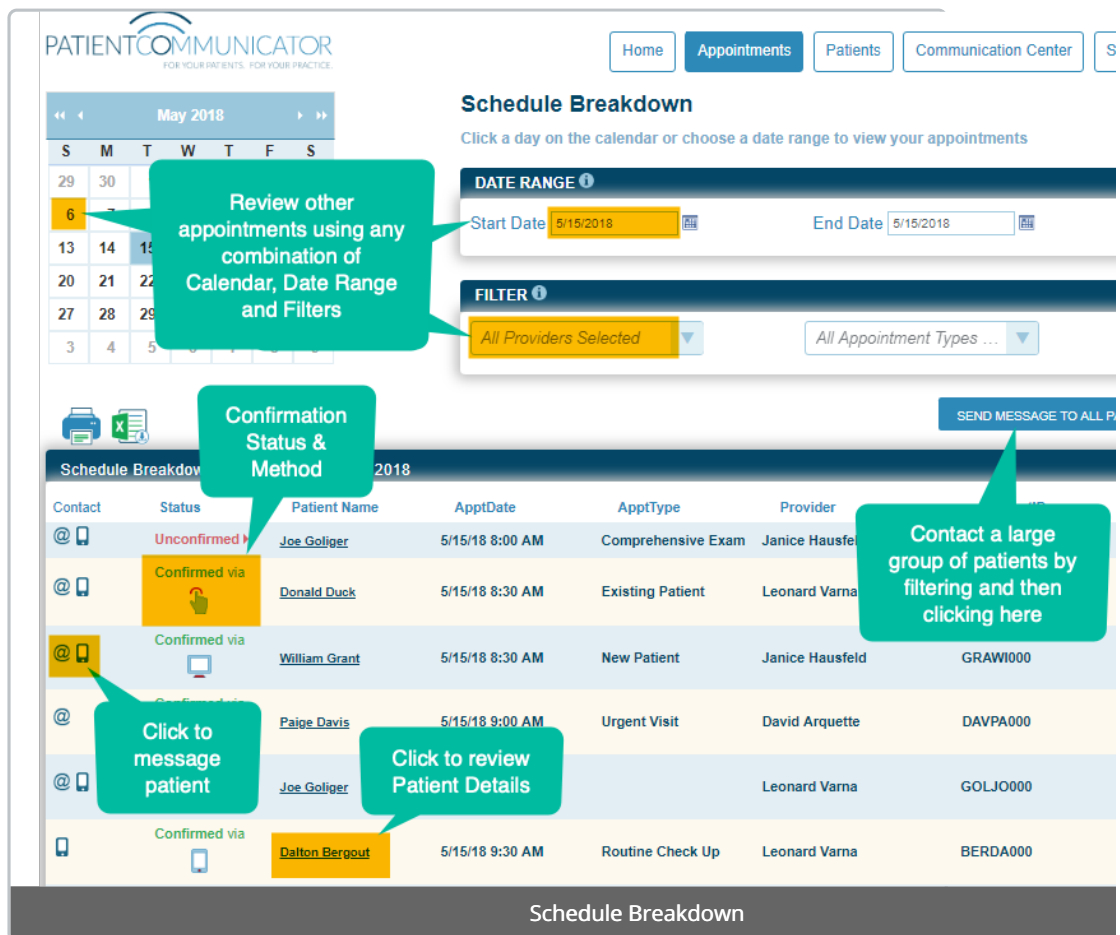
Last Modified on 12/21/2018 7:08 am EST

Summary

You can access [Today's appointment schedule](#) quickly and easily by clicking the [Click here to see today's appointments](#) hyperlink on the [Homepage](#) .



A list of today's appointments will appear sorted in order of appointment time. We call this the [Schedule Breakdown](#) . You can click on any header link, for instance *Patient Name*, to sort the *Schedule Breakdown*.



The screenshot shows the "PATIENT COMMUNICATOR" interface. At the top, there are navigation tabs: Home, Appointments (selected), Patients, and Communication Center. Below the navigation is a calendar for May 2018 with the 6th highlighted. A callout points to the calendar with the text: "Review other appointments using any combination of Calendar, Date Range and Filters". To the right of the calendar is a "Schedule Breakdown" section with a "DATE RANGE" filter (Start Date: 5/15/2018, End Date: 5/15/2018) and a "FILTER" dropdown (All Providers Selected). A callout points to the filter with the text: "Confirmation Status & Method". Below the filter is a table of appointments. A callout points to the "SEND MESSAGE TO ALL P" button with the text: "Contact a large group of patients by filtering and then clicking here". The table has columns: Contact, Status, Patient Name, ApptDate, ApptType, Provider, and ID. The rows are: Joe Goliger (Unconfirmed), Donald Duck (Confirmed via), William Grant (Confirmed via), Paige Davis (Confirmed via), Joe Goliger (Confirmed via), and Dalton Bergout (Confirmed via). A callout points to the contact icons in the first column with the text: "Click to message patient". Another callout points to the "Confirmed via" status with the text: "Click to review Patient Details".

Contact	Status	Patient Name	ApptDate	ApptType	Provider	ID
@	Unconfirmed	Joe Goliger	5/15/18 8:00 AM	Comprehensive Exam	Janice Hausfeld	GOLJO000
@	Confirmed via	Donald Duck	5/15/18 8:30 AM	Existing Patient	Leonard Varna	BERDA000
@	Confirmed via	William Grant	5/15/18 8:30 AM	New Patient	Janice Hausfeld	GRAWI000
@	Confirmed via	Paige Davis	5/15/18 9:00 AM	Urgent Visit	David Arquette	DAVPA000
@	Confirmed via	Joe Goliger	5/15/18 9:00 AM	Urgent Visit	Leonard Varna	GOLJO000
@	Confirmed via	Dalton Bergout	5/15/18 9:30 AM	Routine Check Up	Leonard Varna	BERDA000

- Click an icon in the left hand column to message your patient
- View current confirmation status and, if confirmed, how the patient's appointment was confirmed.
- Manually confirm your patient by hovering your mouse on *Unconfirmed*. A popup will appear. Click **Confirm Now** to confirm the appointment both in Patient Communicator and (if available for your PMS) within your PMS.

- To review *Patient Details*, click on an underlined patient's name. The Patient Details window opens in a new tab. See [Patient Details](#) article for more details.
 - View relevant appointment information such as time and *date, appointment type, provider, and patient ID*.
 - View appointment details for other dates using any combination of the calendar, the date range box, and filtering by provider and appointment type.
 - You can print or save results to Excel by clicking the icons.
 - Easily contact a large group by using the *Schedule Breakdown filters*. For instance, if a provider is sick you could filter on that provider, and a specific appointment type, and send a message to all patients that would be affected by clicking **SEND MESSAGE TO ALL PATIENTS BELOW**.
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