Using Appointments Tab

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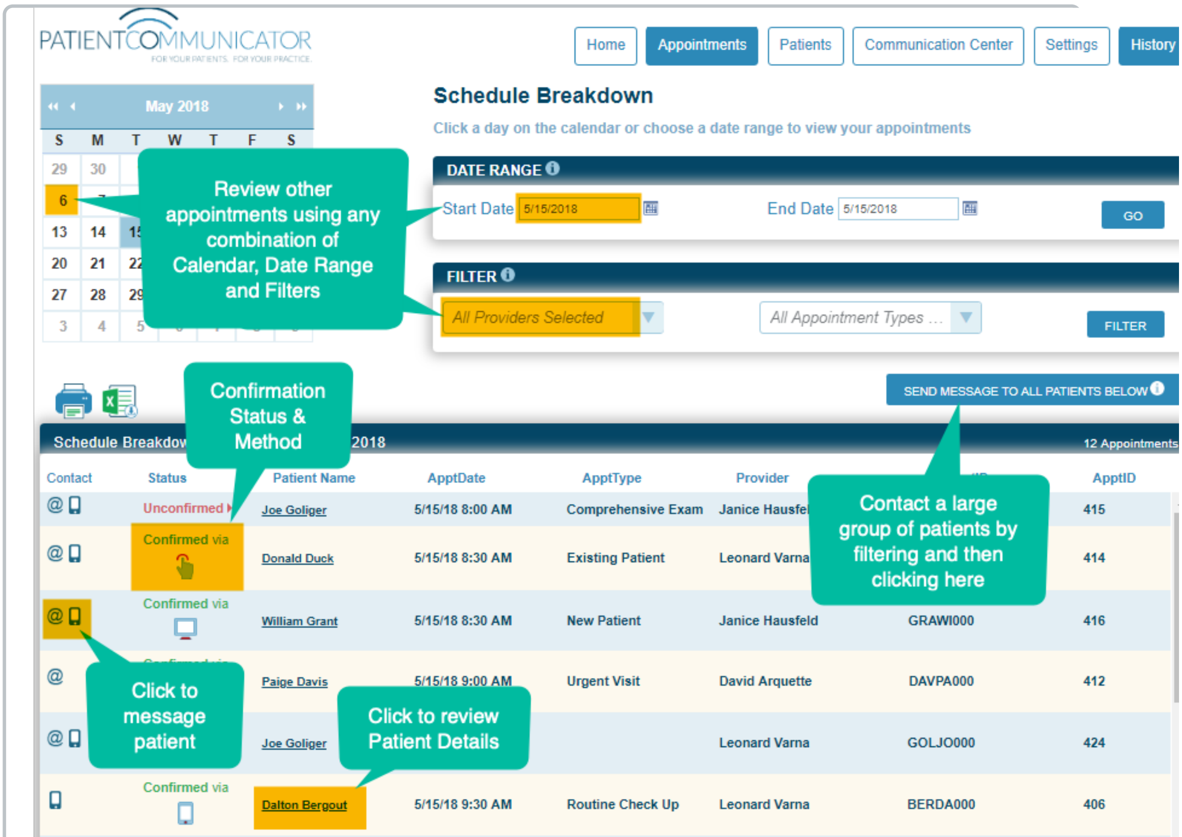
Summary

Click on the *Appointments* tab to view past, present or future appointments as found in your practice management system (PMS).

Select any specific day by using the calendar. You may also select a range of dates. A table of appointments will appear below We call this the *Schedule Breakdown*. You can click on any header link, for instance **Patient Name** to sort the schedule breakdown.



Schedule Breakdown

- 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 appointment 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 may 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.