



Print daily appointment lists

Note: A daily appointment list provides staff with a list of clients that are associated with the selected resource/s and includes appointment details, basic client and referral information, and appointment comments.

Users can select a range of appointment states for each report. A summary will provide statistics for the given date range.

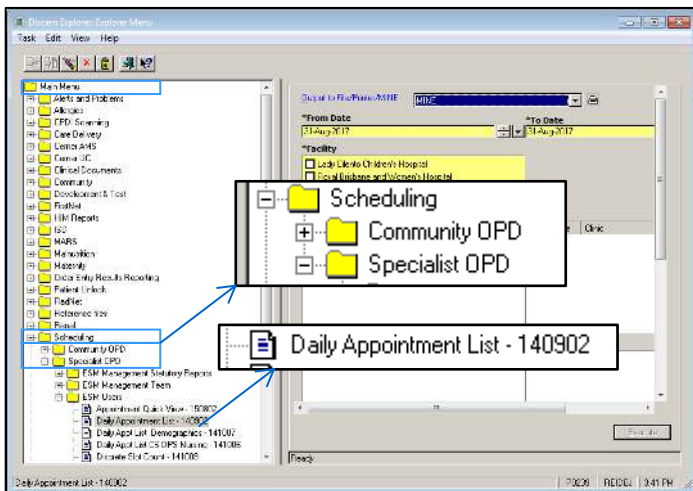
1. Click the **Explorer** menu icon in the **AppBar**.



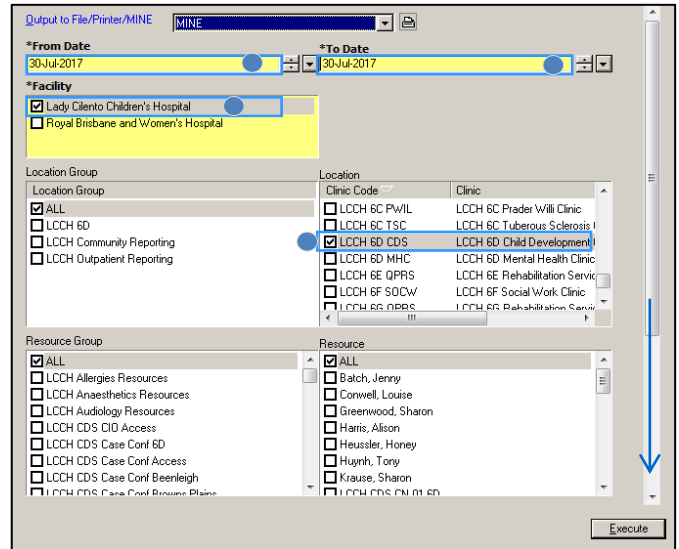
Alternatively, you can login through PowerChart by clicking **Explorer Menu**.



2. In the **Discern Explorer**, **Explorer** menu, click **main menu**, **scheduling** and **specialist OPD**.



3. On the right pane, select the **from date** and the **to date**, **facility** and your **location**. Scroll down the current window.



4. Under **state group**, select **all appointments** and the corresponding **state**. Please note, it is recommended that **cancelled** and **rescheduled** are unchecked.
5. The **OPD ESM daily appointment list** will display. This report indicates the following:
 - **appointment status** (scheduled, confirmed)
 - **appointment type and encounter**
 - **patient details (MRN, name, contact)**
 - **referral details (source and ref status)**
 - **patient type** (new case, review case, etc.).

OPD ESM DAILY APPOINTMENT LIST
Sunday, 30 July 2017

Facility: Lady Cilento Children's Hospital
Location: LCH 6D CDS
Resource: LCH CDS CMC 01 6D

Time	Appt Status	Enc. Type	MRN	FN	Patient Name	Phone Numbers	Len of Referral	Referral Status	Referral Status Patient Type
0800	Confirmed	Peds - Dev New	099999	206789	REG. DOUBLE * Allergy * Alert	B 075554444 H 073334444 M 041924577	General Practitioner (12 Months)	New Case	Public
0900	Confirmed	Peds - Dev New	099999	200040	REG. DOUBLE * Allergy * Alert	B 075554444 H 073334444 M 041924577	Specialist to Specialist (3 Months)	New Case	Public
1000	Confirmed	Peds - Dev New	099999	224375	TEST WIN * Allergy *	B 041548988 H 041294978	Gen (2 Months)	New Case	Public
1100	Confirmed	Peds - Dev New	099999	200036	CERNER * Allergy *	M 0400054123	Spec (3 Months)	New Case	Public
1200	Confirmed	Peds - Dev New	099999	200036	CERNER TEST * Allergy * Alert	M 0400054123	Specialist to Specialist (3 Months)	New Case	Public
1300	Confirmed	Peds - Dev New	099999	200040	REG. DOUBLE * Allergy * Alert	B 075554444 H 073334444 M 041924577	Specialist to Specialist (3 Months)	New Case	Public

Cancelled and rescheduled appointments will appear in red on this list.

6. To move to the next page, click the right icon.





7. On the final page of the report, a **summary** page will print. This will include a summary of:

- new and review appointments
- appointment status
- definitions.

OPD ESM DAILY APPOINTMENT LIST				
Sunday, 30 July 2017		Report Generated: 31-AUG-2017 16:12		
		Page: 6 of 6		
		User: Roid, Benjamin James		
Report Interpretation All appointments for a given date, filtered by Location, Resource, and Status				
Record Order Sorted by Appointment Time, Appointment Type, Patient Name				
Totals		Filters		
New	31	Facility	Lady Cilento Children's Hospital	
Review	0	Location Groups	All	
Other	0	Locations	LCCH 4D CDS	
Grand Total	31	Resource Groups	All	
		Resources	All	
		Appt Status	Canceled, Checked In, Checked Out, Confirmed, Hold, No Show, Pending, Rescheduled, Scheduled	
Appointment Status				
	New	Review	Other	Total
Confirmed	6	0	0	6
Cancelled	8	0	0	8
Rescheduled	17	0	0	17
Referral Status				
Definition				
Required	No associated referral in the system			
Expired	Appointment Date is greater than the Referral Expiry Date			
New Case	First appointment associated with current referral			
Current	Appointment Date is less than or equal to the Referral Expiry Date			

8. To print this report, click the **print** icon and follow the prompts.

