Attendance Report

Last Modified on 17/04/2024 10:45 am AEST

The Attendance Report shows patients seen by a doctor and includes their billed items and whether the invoices were paid. It can be used for doctors to check, and as a statement of daily activity for locums and employee doctors.

Using the report

While it is a useful report for quickly checking daily activity, it shouldn't be used to calculate income or accounting purposes. The best report for those scenarios is the Transaction/ GST Report.

An attendance is a single patient/doctor encounter that may generate one or more invoices. The Attendance Report will show one encounter but may have 4 billing items, but the Transaction Report/GST Report will show 4 invoices. More than one attendance record may exist for one day as a result of a second, distinct patient/doctor encounter created using the Attendance Form.

If the Arrival Time for the patient's attendance is shown as 6.00 am, this is because the bill was created through Patient Details/Bill (not Waiting Room/Bill), and the Attendance Form was not used to record the specific arrival time. The invoice that was created using Patient Details/Bill automatically creates an Attendance report record, but sets the time to 6.00 am.

Opening the report

To open the Attendance Report:

1. Go to Zedmed's **Reception** tab.
2. Select **Daily Reports > Attendances**.

   The **Attendance Reports** screen will open.
3. Select the required **Style**, **Data** and **Criteria**.

   Notable selections:

   - Use the **Criteria Group by Treating Doctor** or **Treating Doctor** to produce reports delimited for individual doctors.
   - If the **New Page on Group By** field is ticked, each doctor's entry will start on a new page.
   - The **Referral Doctor Criteria** can be used to list all attendances for patients referred by individual referring doctors.
   - The **Patient Criteria** can be used to list all attendances for a patient grouped by the **Treating Doctors**.
   - The **Filter** option can be used to select only those attendances, within a date range, that have not yet been billed.
4. Select **Print** to print out the report or **Screen** open it. The **Screen** view has print and save menu options.

   Export will export the data to a CSV file.

Attendance Report

Criteria		Style	Group By	Order By
Branch	All	Single Line Details	Branch	Department
Department	All			
Treating Doctor	All			
Referral Doctor				
User Group				
Site				
Patient				
Patient Type				
Date Range				
Filter				

Attendances with At...

File #	Patient
Branch 1	
45	Alexander
33	Bowles, D
60	Benstead,

Attendance Reports

Style

- ● Single Line Details
- ○ Extended Details
- ○ Age/Sex Analysis
- ○ Bar
- ○ Line
- ○ Pie

Data

Group Branch

Order Department

New page on Group By change ☑

Print   Screen   Export

Criteria

Date	27/07/2021	02/08/2021
Branch	All	
Department	All	
Treating Doctor	All	
Referral Doctor	All	
User Group	All	
Site	All	
Patient	All	
Patient Type	All	
Filter	All	

Close   Help

File #	Patient		
A33	Boykin, F
26	Davis, Mis
31	Andrews ,
31	Andrews ,
30	Andrews ,
146	Zedmed,
4	Hollaway ,

123	36	Level C Surgery	Paid	105.30
123	110	Professional	Paid	185.90
124	105	Professional	Paid	78.00
125	105	Professional	Paid	45.40

File #	Patient				
45	Alexander, Brian	29/07/2021 @ 10:27 10:36	MED PD	Y	
A39	Desleigh, Justice	29/07/2021 @ 10:50	MED PD	N	
26	Davis, Miss Eva	30/07/2021 @ 02:29 03:42	MED PD	N	
		Note Attendance created by Doctor.			
4	Hollaway, Mr Knut	02/08/2021 @ 08:20 08:24	MED PD	N	

Totals for Branch 1   **14 Attendances for 688.20**

Report Totals   14 Attendances for 10 patients for 688.20