Appointment Audit Report
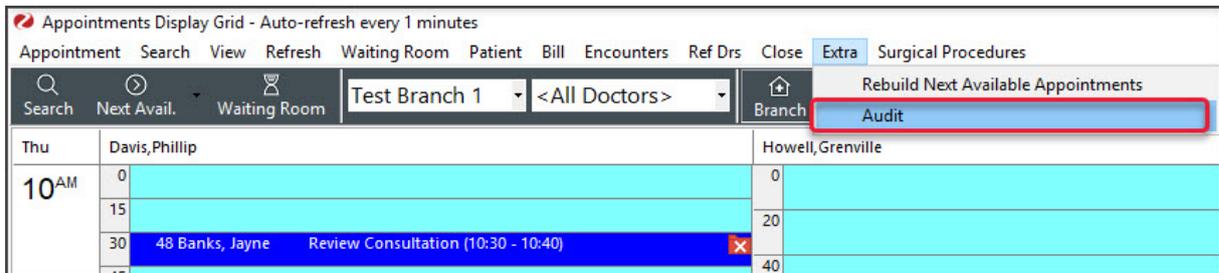
The Appointment Audit Report lists patient Appointments based the specified criteria. The report can be for all practice patients or selected patients.
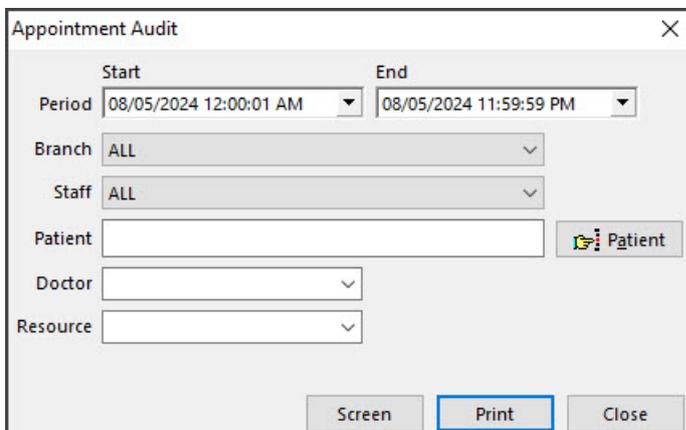
Running the report

To open the Audit Report:

1. Go to Zedmed's **Reception** tab.
2. Select **Appointments**.

    The **Appointments Display Grid** screen will open.
3. Select **Extra > Audit** from the top menu.

    The **Appointment Audit dialog** will open.
4. Select the filters to apply to the report:

    - Only select a Start and End Period to capture the Appointments for all patients and doctors.
    - Use the patient button to locate and select a specific patient.
    - Use the patient button to locate and select a group of patients.
    - Show the results for all doctors by leaving the Doctor field blank.
    - Show results for a selected doctor.
5. Select **Screen** to display the report and **Print** to print the report.

    The report will list every appointment that meets the selected criteria.

Appointment Audit

Criteria	
Period	08/04/2024 12:00:01 AM - 08/05/2024 11:59:59 PM
Branch	ALL
Staff	ALL

Date Time	Patient	Appt.Type	Appt.Start	Appt.End	Brn	Doc/Res	Staff
PDAVIS							
Booked							
17/04/2024	Referral, Test3		17/04/2024	17/04/2024	MED	Grenville Howell	PDAVIS
17/04/2024	Test, Z		17/04/2024	17/04/2024	MED	Grenville Howell	PDAVIS
26/04/2024	Holloway, Knut		26/04/2024	26/04/2024	MED	Phillip Davis	PDAVIS
30/04/2024	Doe, J		01/05/2024	01/05/2024	MED	Phillip Davis	PDAVIS
15/04/2024	Black, Emma	Long Consultation	15/04/2024	15/04/2024	MED	Grenville Howell	PDAVIS
15/04/2024	Banks, Jayne	New Patient	15/04/2024	15/04/2024	MED	Phillip Davis	PDAVIS
18/04/2024	Barker, Emily	New Patient	18/04/2024	18/04/2024	MED	Phillip Davis	PDAVIS
18/04/2024	Banks, Jayne	Review	18/04/2024	18/04/2024	MED	Phillip Davis	PDAVIS
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED	Phillip Davis	PDAVIS
Deleted							
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED	Phillip Davis	PDAVIS
Booked							
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED	Phillip Davis	PDAVIS
09/04/2024	Holloway, Knut	Standard Consult	09/04/2024	09/04/2024	MED	Grenville Howell	PDAVIS
Attended							
09/04/2024	Holloway, Knut	Standard Consult	09/04/2024	09/04/2024	MED	Grenville Howell	PDAVIS
Booked							
11/04/2024	Jacobson, Claude	Standard Consult	11/04/2024	11/04/2024	MED	Phillip Davis	PDAVIS
Attended							
11/04/2024	Jacobson, Claude	Standard Consult	11/04/2024	11/04/2024	MED	Phillip Davis	PDAVIS
Booked							
15/04/2024	Hernandez, Chloe	Standard Consult	15/04/2024	15/04/2024	MED	Phillip Davis	PDAVIS