

How do I access generated reports?

07/08/2024 7:31 pm EDT

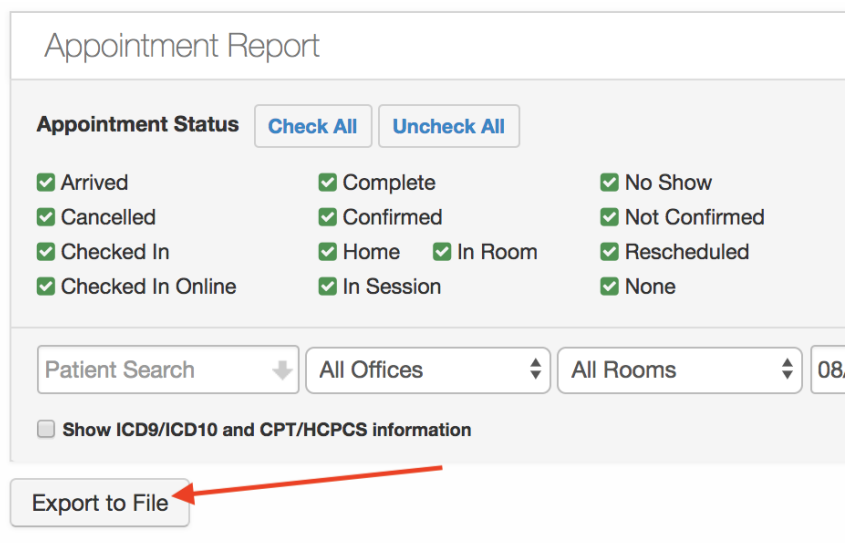
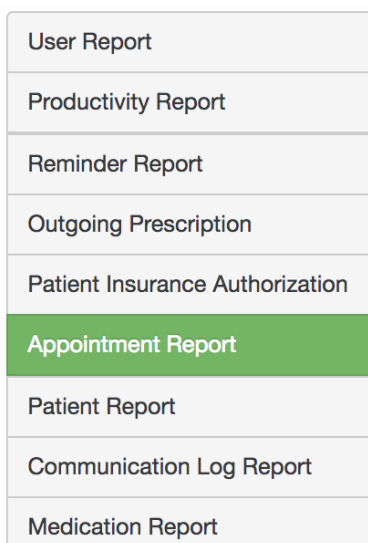
DrChrono has a series of reports set up that you can easily and efficiently run for your practice. They are located under Reports.



The following reports: Productivity, Outgoing Prescription, Patient Insurance Authorization, Appointment, Communication Log, and Advanced Report will be exported to the [Message Center](#) within your DrChrono account.

All other reports will download as a .csv file.

1. Once the report is run, click **Export to File**.



2. There will be a confirmation message in the top left corner of the screen stating that the report will be available in the Message Center once it is generated. Go into the Message Center by clicking on the envelope icon.

Generating report... When complete, you will see generated report in Message Center.

Appointment Report

Appointment Status: Arrived, Cancelled, Checked In, Checked In Online, Complete, Confirmed, Home, In Room, In Session, No Show, Not Confirmed, Rescheduled, None, Paid In Full, Balance Due, Settled, Internal Review, Bill Insurance, Bill Secondary Insurance, Worker's Comp Claim, Auto Accident Claim, Durable Medical Equipment Claim, Write off, Insurance Payment, None

Patient Search: All Offices, All Rooms, 08/31/2018 - 09/07/2018, Update Filters

Export to File

Date of Service	Patient	Cell #	Home #	Office #	Email	Doctor	Office	Examroom	Appt Status	Billing Status
2018-09-31 08:00:00	Brendan Wilberton	Homer Simpson	(443) 833-6357	(301) 555-5555	(301) 444-4444	brendan.wilberton@drchrono.com	Primary Office	Office	Checked In Online	
2018-09-31 09:15:00	Brendan Wilberton	Bert Simpson	(301) 456-5555	(301) 456-7899		elbart@takeemail.com	Primary Office	Office	Arrived	
2018-09-03 08:30:00	Brendan Wilberton	Homer Simpson	(443) 833-6357	(301) 555-5555	(301) 444-4444	brendan.wilberton@drchrono.com	Primary Office	Office	Arrived	

3. Once in the Message Center, the reports will be in the inbox after being generated. Click on the report to view it.

Incoming Messages

1 - 40 OF 194

	From	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	Updated
<input type="checkbox"/>	drchrono	Generated Sheet: appointment_report_09_07_2018.csv					Sept. 7, 2018, 3:02 p.m.	Sept. 7, 2018, 3:02 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: appointment_report_09_07_2018.csv					Sept. 7, 2018, 2:57 p.m.	Sept. 7, 2018, 2:57 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: appointment_report_09_07_2018.csv					Sept. 7, 2018, 2:50 p.m.	Sept. 7, 2018, 2:50 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: Advanced Report.csv					Sept. 7, 2018, 2:46 p.m.	Sept. 7, 2018, 2:46 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: appointment_report_09_07_2018.csv					Sept. 7, 2018, 2:45 p.m.	Sept. 7, 2018, 2:45 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: phone_logs_09_07_2018.csv					Sept. 7, 2018, 2:44 p.m.	Sept. 7, 2018, 2:45 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: appointment_report_09_07_2018.csv					Sept. 7, 2018, 2:44 p.m.	Sept. 7, 2018, 2:44 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: patient_auth_report_09_07_2018.csv					Sept. 7, 2018, 2:39 p.m.	Sept. 7, 2018, 2:39 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: prescription_report_09_07_2018.csv					Sept. 7, 2018, 2:35 p.m.	Sept. 7, 2018, 2:35 p.m.
<input type="checkbox"/>	drchrono	Generated Sheet: productivity_report_09_07_2018.csv					Sept. 7, 2018, 2:34 p.m.	Sept. 7, 2018, 2:34 p.m.

4. From here you can preview and download the report.

Generated Sheet: appointment_report_09_07_2018.csv

From: drchrono

Friday, September 07, 2018 3:02 PM

Save Attachment to Patient Chart | Download Document | Audit Log

Notes

Date of Service	Doctor	Patient	Cell Phone #	Home Phone #	Office Phone #	Email	Office	Examroom	Appointment Status	Billing Status
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