

Appointment Report

Last modified on 05/01/2026 5:08 pm EDT

The **Appointment Report** lists appointments that can be filtered by appointment status, billing status, patient name, office, exam room, and date.

Generate an Appointment Report

1. Select **Reports > Appointment Report**.
2. Select the desired filters to filter by appointment status, billing status, patient name, office, exam room, and date.
3. **(Optional)** Select the **Include future recurring appointments** checkbox to include future recurring appointments in the results.
4. Select **Update Filters**.
5. Select **Export to File** to export a CSV file.

Appointment Report

Appointment Status [Check All](#) [Uncheck All](#)

- Arrived
- Cancelled
- Checked In
- Checked In Online
- Complete
- Confirmed
- In Room
- In Session
- No Show
- Not Confirmed
- Rescheduled
- None

Billing Status [Check All](#) [Uncheck All](#)

- Paid In Full
- Settled
- Bill Insurance
- Balance Due
- Internal Review
- Bill Secondary Insurance
- Worker's Comp Claim
- Auto Accident Claim
- Durable Medical Equipment Claim
- None

Patient Search All Offices All Rooms 04/01/2026 - 04/30/2026 [Update Filters](#)

Show ICD9/ICD10 and CPT/HCPCS information Include future recurring appointments

[Export to File](#)

1 - 1 OF 1

Date of Service	Patient	Cell #	Home #	Office #	Email	Provider	Office	Examroom	Appt Status	Billing Status
Apr 27, 2026 9:00:00 AM	Eva Genmark	(555) 555-1234	(555) 555-1234			Hannah Provider	West Office	Exam 1		

The generated report appears in the **Message Center** when complete.

Incoming Messages

To setup your incoming fax number, please [contact support](#)

Mark as Read Mark as Unread Show Archived

[Q](#)

<input type="checkbox"/>	From	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	Updated	Download
<input type="checkbox"/>	☆ drchrono	Generated Sheet: appointment_report_04_30_2026.csv					April 30, 2026, 11:56 a.m.	April 30, 2026, 11:56 a.m.	Download

Show ICD9/ICD10 and CPT/HCPCS information

Select the **Show ICD9/ICD10 and CPT/HCPCS information** checkbox to include medical coding information in the results.

Show ICD9/ICD10 and CPT/HCPCS information Include future recurring appointments

[Export to File](#)

1 - 1 OF 1

Date of Service	Patient	Doctor	Office	Exam Room	Appt Status	Billing Status	CPT/HCPCS/Custom Procedures	Modifiers	Qty	Dx Pointers
Apr 27, 2026 9:00:00 AM	Eva Genmark	Hannah Provider	West Office	Exam 1			99213: OFFICE O/P EST LOW 20 MIN		1.00	1:0:0:0