

# What do those tiny initials mean on appointments?

07/08/2024 8:02 pm EDT

You may have noticed that after scheduling an appointment there are small initials in the right and left-hand corners. These initials represent the appointment status abbreviation and the provider's initials.

The abbreviations or symbols on the left are generated from the status assigned to the appointment from the status dropdown menu.

The screenshot shows the 'Schedule Appointment' interface. On the left, a status dropdown menu is open, listing various appointment statuses: Arrived, Checked In, Checked In Online (highlighted), In Room, In Session, Complete, Confirmed, Not Confirmed, Rescheduled, Cancelled, No Show, and Checked Out. On the right, a calendar view shows two appointment slots. The top slot is for Jenny (Jen) Harris: Primary Office, scheduled for 8:20 - 8:50 am, with initials 'CJO' and 'BW'. The bottom slot is for Michelle Harris: Primary Office, scheduled for 9:00 - 9:30 am, with initials 'A' and 'JS'. Arrows point from the 'Checked In Online' status in the dropdown to the 'CJO' initials and from the 'A' status in the dropdown to the 'A' initial in the calendar slot.

The initials on the right represent which provider in the practice group the patient is scheduled with. We use the first letter of the doctor's first and last name and tag appointments with these initials. That way with one quick look you can see who the patient is seeing.

The screenshot shows the 'Schedule Appointment' interface. On the left, a calendar view shows two appointment slots. The top slot is for Laurie Sample: Office 1, scheduled for 9:00 - 9:30 am, with initials 'CJO' and 'DC'. The bottom slot is for John Sample: Office 1, scheduled for 9:40 - 10:10 am, with initials 'A' and 'JS'. On the right, the form shows the provider as Doctor Chrono and the patient as Dr. James Smith. The status is set to 'Checked In Online'. Arrows point from the 'CJO' initials in the calendar slot to the 'CJO' initials in the dropdown menu and from the 'A' initial in the calendar slot to the 'A' status in the dropdown menu.