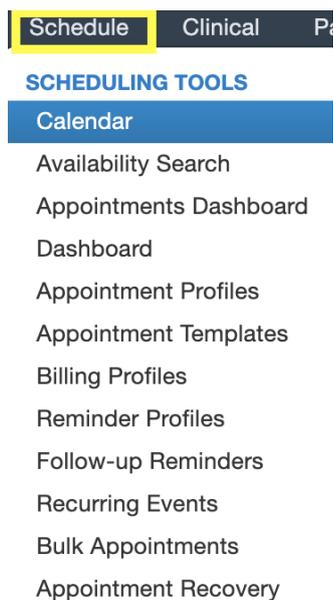


Printing Appointments for any Specific Date Range

07/08/2024 8:02 pm EDT

Within your DrChrono account, you can easily print appointments for a specific date range. Simply select the desired date range and print your appointments. This gives providers and their staff the option to see a forecast of the daily, weekly, or even monthly view of all of their appointments.

1. Roll over the **Schedule** and select **Calendar**.

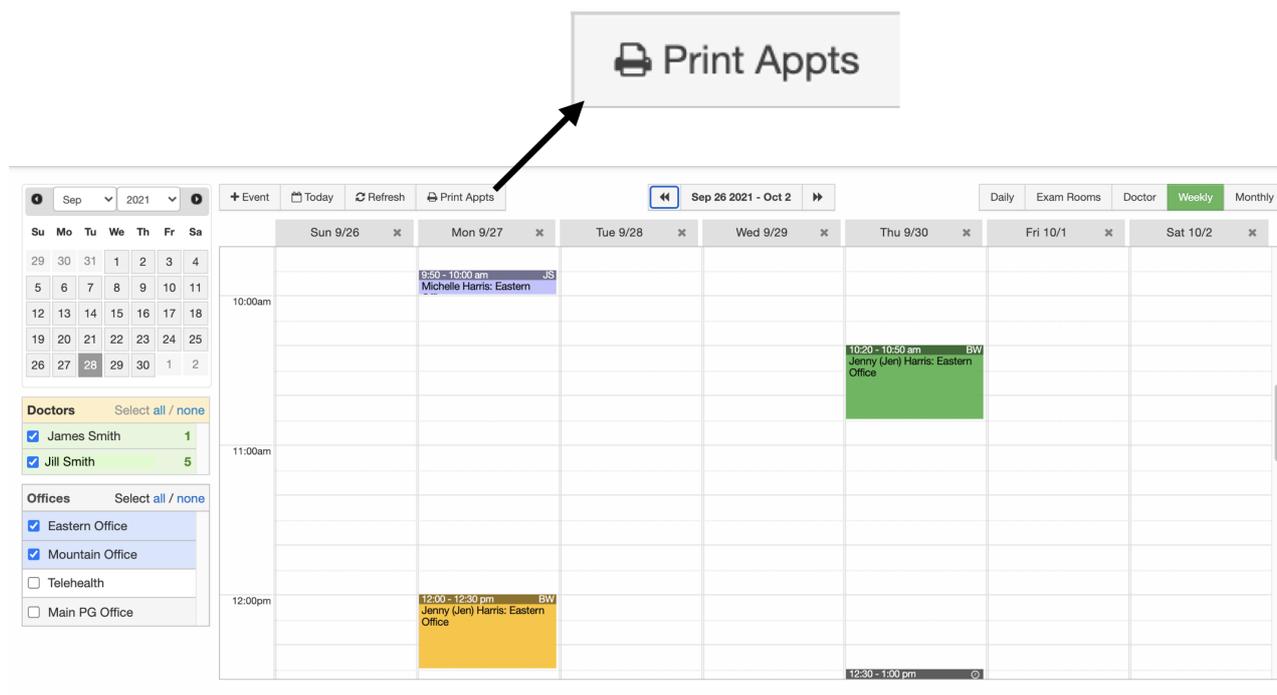


- Schedule
- Clinical
- Pa

SCHEDULING TOOLS

- Calendar
- Availability Search
- Appointments Dashboard
- Dashboard
- Appointment Profiles
- Appointment Templates
- Billing Profiles
- Reminder Profiles
- Follow-up Reminders
- Recurring Events
- Bulk Appointments
- Appointment Recovery

2. Once you see your calendar, click **Print Appointments**.



Print Appts

Calendar interface showing a weekly view for Sep 26 2021 - Oct 2. The interface includes a navigation bar with 'Print Appts' and a callout box pointing to it. The calendar grid shows appointments for Michelle Harris (Eastern Office) on Monday 9/27 and Jenny (Jen) Harris (Eastern Office) on Thursday 9/30. The left sidebar shows filters for Doctors (James Smith, Jill Smith) and Offices (Eastern Office, Mountain Office, Telehealth, Main PG Office).

3. Select the desired date range and click **Update Fields**.

Sun Oct, 03 2021 - Sat Oct, 09 2021

The screenshot shows a web application interface with a 'Filters' section at the top. The 'Update Filters' button is highlighted with a black arrow. Below the filters, there are several sections: 'Doctors' with a list of names and checkboxes, 'Display' with a list of fields and checkboxes, and a calendar for October 2021. The calendar shows dates from 1 to 31, with the 6th and 7th highlighted. To the right of the calendar, there are several checkboxes for fields like 'Provider', 'Date of Birth', 'Patient Name', 'Patient Notes', 'Exam Room', 'Reason', and 'Exam 4'. The 'Update Filters' button is located at the top left of the filters section.

4. Right-click on the page and select **Print** or select **File > Print** from the browser menu and follow your computer's process to print.

The screenshot shows a browser's File menu. The menu items are: File, Edit, View, History, and Print... The Print... option is highlighted in blue. The menu also includes options like New Tab, New Window, New Incognito Window, Reopen Closed Tab, Open File..., Open Location..., Close Window, Close Tab, Save Page As..., and Share.