

# Attendance Report

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The Attendance Report shows patients seen by a doctor and includes their billed items and whether the invoices were paid. It can be used for doctors to check, and as a statement of daily activity for locums and employee doctors.

## Using the report

While it is a useful report for quickly checking daily activity, it shouldn't be used to calculate income or accounting purposes. The best report for those scenarios is the **Transaction/ GST Report**.

An attendance is a single patient/doctor encounter that may generate one or more invoices. The Attendance Report will show one encounter but may have 4 billing items, but the Transaction Report/GST Report will show 4 invoices.

If the Arrival Time for the patient's attendance is shown as 6.00 am, this is because the bill was created through Patient Details/Bill where no appointment has been booked or the Doctor has created the Attendance in Clinical. Invoices created this way automatically creates an Attendance report record, but sets the time to 6.00 am.

## Opening the report

To open the Attendance Report:

1. Go to Zedmed's **Reception** tab.
2. Select **Daily Reports > Attendances**.

The **Attendance Reports** screen will open.

3. Select the required **Style, Data** and **Criteria**.

Notable selections:

- Use the **Criteria Group by Treating Doctor** or **Treating Doctor** to produce reports delimited for individual doctors.
  - If the **New Page on Group By** field is ticked, each doctor's entry will start on a new page.
  - The **Referral Doctor Criteria** can be used to list all attendances for patients referred by individual referring doctors.
  - The **Patient Criteria** can be used to list all attendances for a patient grouped by the **Treating Doctors**.
  - The **Filter** option can be used to select only those attendances that have **not yet been billed**.
4. Select **Print** to print out the report or **Screen** open it. The **Screen** view has print and save menu options.

**Export** will export the data to a CSV file.

Attendance Reports

**Style**

- Single Line Details
- Extended Details
- Age/Sex Analysis
- Bar
- Line
- Pie

**Data**

Group: None

Order: Branch

New page on Group By change

**Criteria**

Date: 18/02/2026 - 18/02/2026

Branch: Branch 1

Department: All

Treating Doctor: All

Referral Doctor: All

User Group: All

Site: All

Patient: All

Patient Type: All

Filter: All

Print    Screen    Export    **Close**