Appointment Report

Version: 2.00 | Last Modified on 22/10/2026 4:36 pm AEDT

The Appointment Report lists all appointments for the day for all branches, or a selected branch, and can be printed or saved to email to staff. The report includes what SMS reminders were sent and what appointments were cancelled or missed.

Video guide

Our 3.5-minute quickstart video explains how the report works and how it can be used!

Using the report and the SMS option

To open the Appointment Report:

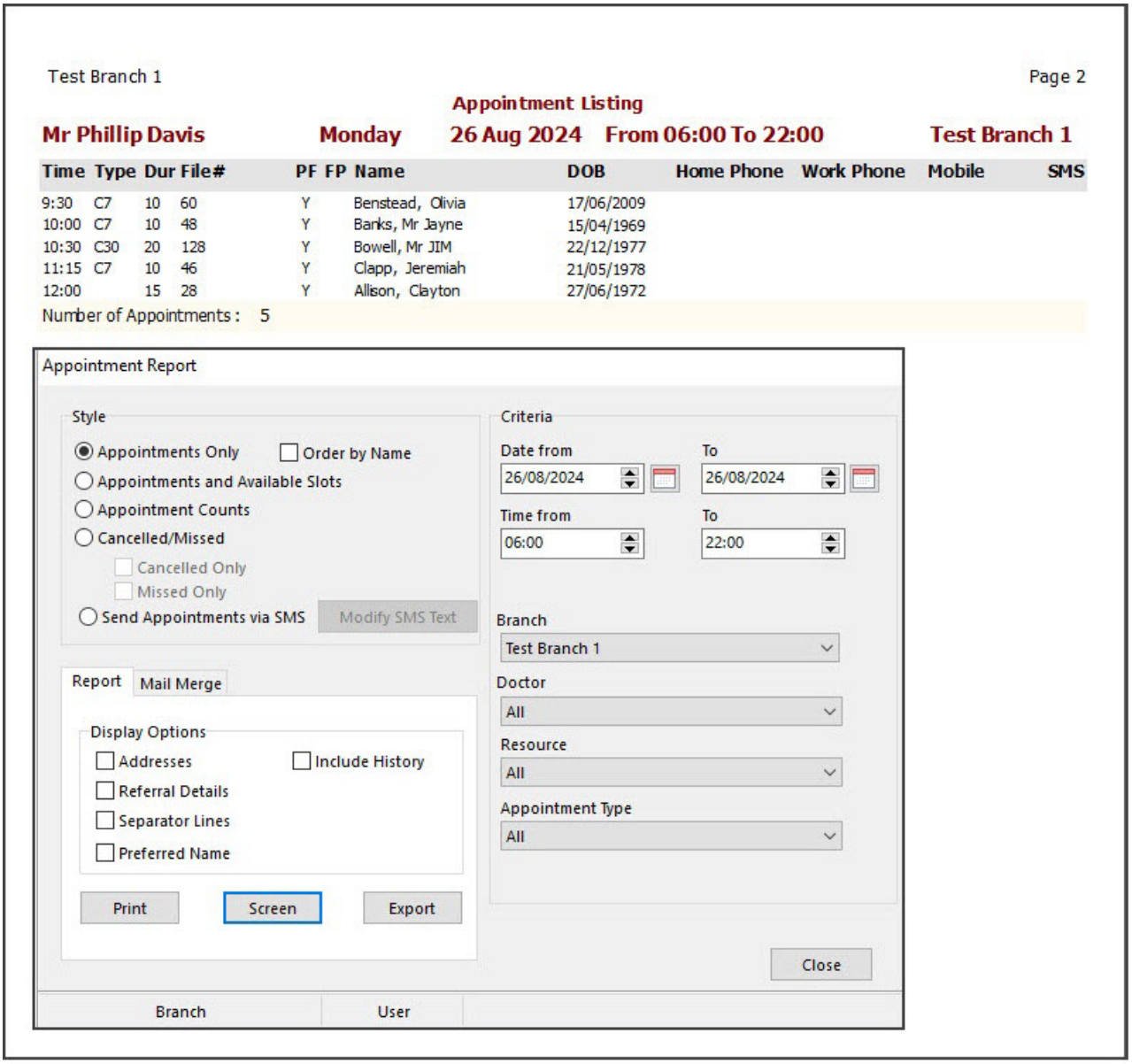
1. Go to Zedmed's **Reception** tab.
2. Select **Daily Reports > Appointments**.

   The **Appointment Report** screen will open.
3. Select the **Style** of report you want:
   - **Appointments Only** - prints all appointments (one page per doctor) for the selected date range and start/ finish times.
   - **Appointments and Available Slots** - prints empty and booked slots. We recommend setting the **Time From/To** criteria. It will normally begin at the **Surgery Opening Time** as defined in the Branch Options.
   - **Appointment Counts** (Zedmed v37 and later) - reports on the number of appointments per practitioner.
   - **Cancelled/Missed** - prints a list of cancelled (not deleted) or Missed (patient not Attended in the Waiting Room) appointments.
4. **Send Appointments via SMS**

   This option sends an SMS to patients who meet the selected criteria.
   - Use the **Modify SMS Text** button to update or add the text to be sent.
   - Use the **Screen** option to review the recipients before sending.
   - The **Send SMS** button is enabled when this is selected and sends the SMS message to the patient/s.
5. Select the report's **Criteria**.

   You can focus on a specific **Branch** or **Treating Doctor**, and set the date and time range that you want to include.
6. Select **Print** to print out the report or **Screen** open it. The **Screen** view has print and save menu options.

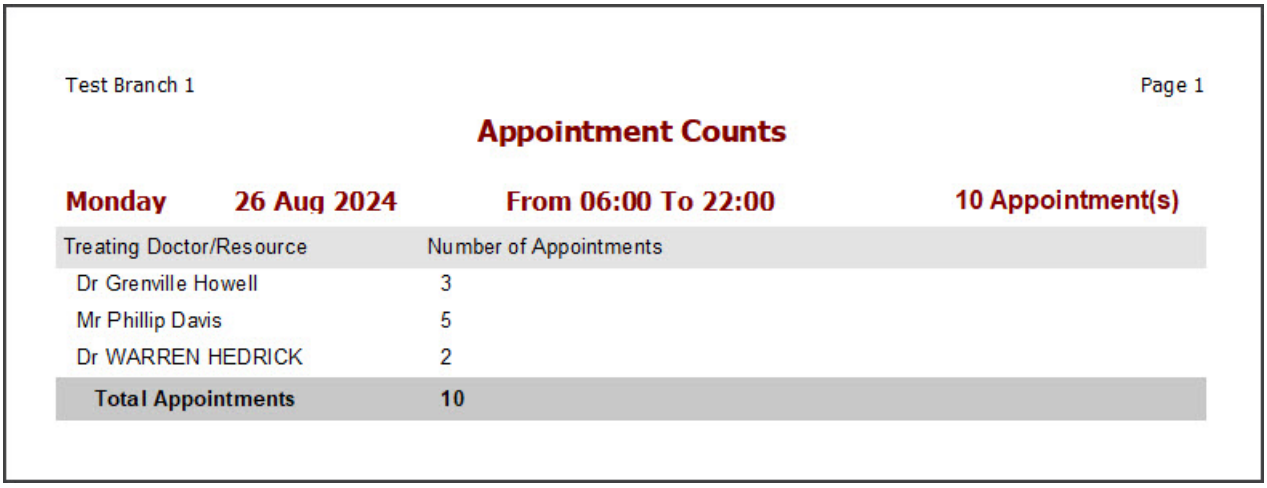
   Export will export the data to a CSV file.



Appointment Counts report

In Zedmed v37 and later, you can produce reports with the number of appointments per practitioner with the total number of appointments for the selected time range. This report does not capture cancelled, unavailable and non-patient appointments.

Select **Appointment Counts** as the **Style** option, select the date range and run the report to view or print the results.



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Appointment Counts

Monday 26 Aug 2024 From 06:00 To 22:00 10 Appointment(s)

Treating Doctor/Resource	Number of Appointments
Dr Grenville Howell	3
Mr Phillip Davis	5
Dr WARREN HEDRICK	2
Total Appointments	**10**

Send SMS reminders

Zedmed will automatically send appointment notifications and reminders as explained in the Appointment Notifications guide.

You can use the Appointments Report to manually send a reminder as explained in the Appointment Reminders guide.

The **Appointment Report** can also be used to modify the text used in the messages. The modifications are made using the **Report** and **Mail Merge** tabs and the **Send Appointments via SMS** option.

2-way functionality
The Send SMS feature supports 2-way functionality, and can be used to manually send appointment reminders that patients must reply to with Y/Yes or N/No (not case sensitive). To learn more, see 2-way SMS replies.