

Appointment Audit Report

Last Modified on 03/06/2024 9:41 am AEST

The Appointment Audit Report lists patient Appointments based the specified criteria. The report can be for all practice patients or selected patients.

Running the report

To open the Audit Report:

- 1. Go to Zedmed's Reception tab.
- 2. Select Appointments.

The Appointments Display Grid screen will open.

3. Select Extra > Audit from the top menu.

🛿 Appointments Display Grid - Auto-refresh every 1 minutes								
Appointm	ent Search View Refresh Waiting Room Patient Bill Encounters Ref Drs	rs Close Extra Surgical Procedures						
Q	Test Branch 1 + All Doctors	Rebuild Next Available Appointments						
Search	Next Avail. Waiting Room	Branch Audit						
Thu	Davis, Phillip	Howell, Grenville						
10 ^{AM}	0	0						
10	15	20						
	30 48 Banks, Jayne Review Consultation (10:30 - 10:40) 🍡 💦	X						
		40						

The Appointment Audit dialog will open.

- 4. Select the filters to apply to the report:
 - Only select a Start and End Period to capture the Appointments for all patients and doctors.
 - Use the patient button to locate and select a specific patient.
 - Use the patient button to locate and select a group of patients.
 - Show the results for all doctors by leaving the Doctor field blank.
 - Show results for a selected doctor.
- 5. Select Screen to display the report and Print to print the report.

	Start		End			
Period	08/05/2024 12:00:01 AM	•	08/05/2	2024 11:59:5	9 PM	•
Branch	ALL			~	•	
Staff	ALL			~	·	
Patient					ß	P <u>a</u> tient
Doctor		~				
Resource		~				
		Scre	en	Print		Close

The report will list every appointment that meets the selected criteria.

		Appoint	ment A	udit		
5						
		Criteria				
Period Branch Staff	08/04/2024 12:00:01 AM - 08/05/2024 11:59:59 P M ALL ALL					
Date Time	Patient	Appt.Type	Appt.Start	Appt.End	Brn Doc/Res	Staff
PDAVIS						
Booked						
17/04/2024	Referral, Test3		17/04/2024	17/04/2024	MED Grenville How ell	PDAVIS
17/04/2024	Test, Z		17/04/2024	17/04/2024	MED Grenville How ell	PDAVIS
26/04/2024	Hollow ay, Knut		26/04/2024	26/04/2024	MED Phillip Davis	PDAVIS
30/04/2024	Doe, J		01/05/2024	01/05/2024	MED Phillip Davis	PDAVIS
15/04/2024	Black, Emma	Long Consultation	15/04/2024	15/04/2024	MED Grenville How ell	PDAVIS
15/04/2024	Banks, Jayne	New Patient	15/04/2024	15/04/2024	MED Phillip Davis	PDAVIS
18/04/2024	Barker, Emily	New Patient	18/04/2024	18/04/2024	MED Phillip Davis	PDAVIS
18/04/2024	Banks, Jayne	Review	18/04/2024	18/04/2024	MED Phillip Davis	PDAVIS
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED Phillip Davis	PDAVIS
Deleted						
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED Phillip Davis	PDAV IS
Booked						
18/04/2024	Refer-Ral, Test	Review	18/04/2024	18/04/2024	MED Phillip Davis	PDAV IS
09/04/2024	Hollow ay, Knut	Standard Consult	09/04/2024	09/04/2024	MED Grenville How ell	PDAVIS
Attended						
09/04/2024	Hollow ay, Knut	Standard Consult	09/04/2024	09/04/2024	MED Grenville How ell	PDAVIS
Booked						
11/04/2024	Jacobson, Claude	Standard Consult	11/04/2024	11/04/2024	MED Phillip Davis	PDAVIS
Attended						
11/04/2024	Jacobson, Claude	Standard Consult	11/04/2024	11/04/2024	MED Phillip Davis	PDAV IS
Booked						