

1. Click the Administration menu and select Management Reports.
2. Select Operations and then Appointment Schedule from the list.
3. Enter the parameters for the report.
 - Practice—Choose the Practice
 - Site(s)—Choose the site.
 - Modality Types—Filter to a specific Modality Type (US, CT, etc.), if necessary, and a report will print for all rooms with that modality type.
 - Scanner(s)—Filter to a specific scanner, if needed.
 - Schedule Date—Make a date selections.
 - Display Scheduler Notes—The value is No, by default; change the value to Yes (Y) to display scheduler notes on the report.
4. Click View Report. After the report loads, you can Print or Export the file.

Practice: Site(s):

Scanner(s): Schedule Date:

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Daily Schedule

Practice: Spectrum Radiology
Site(s): Blue Ridge, GeenVille, Redmond
Date: 9/4/2014
Scanner(s): CT1BR, CT1RM, CT2BR, MA1BR, MA1GV, MA1RM, MA2BR, MA2GV, MA3GV, MR1BR, MR1RM, NM1BR, PT1BR, US1BR, US1GV, US2BR, US2GV, XR1BR, XR1RM
Description: This report displays the details for exams scheduled on the specified date for the practice, site(s) and scanners selected.

Scanner	Time Sched	Patient Name	MRN#	DOB	Exam(s)
					Total Appointments: 0
Daily Schedule			Spectrum Radiology Confidential and Proprietary		Date Run: 9/4/2014 11:39 AM
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5. Click Close to exit the Management Report window.