



ESM - Print daily appointment list



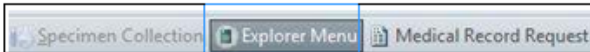
Note: A daily appointment list provides staff with a list of clients that are associated with the selected resource/s and includes appointment details, basic client and referral information, and appointment comments.

Users can select a range of appointment states for each report. A summary will provide statistics for the given date range.

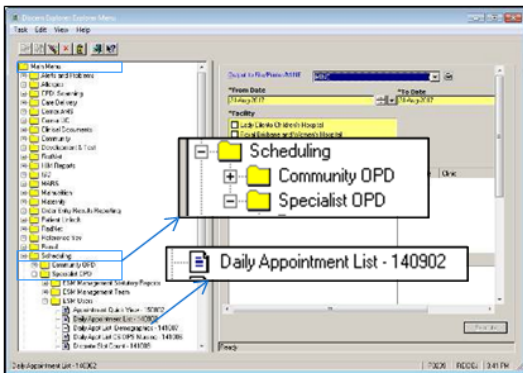
1. Click the *Explorer menu* icon in the *AppBar*



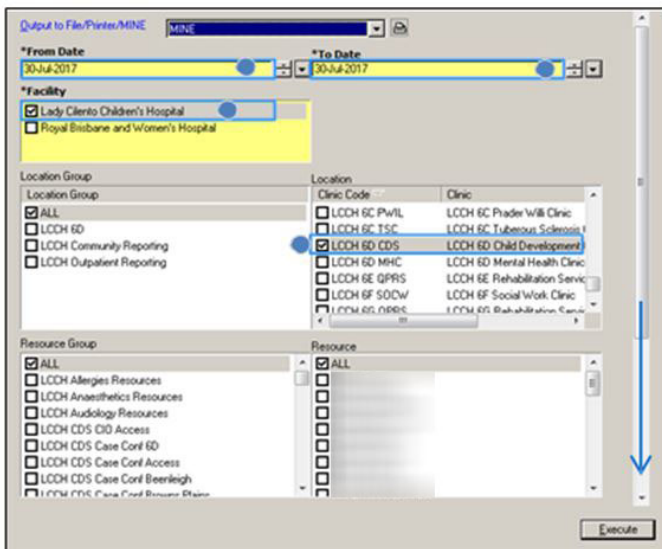
Alternatively, you can login through PowerChart by clicking *Explorer Menu*.



2. In the *Discern Explorer*, *Explorer menu*, click *main menu*, *scheduling* and *specialist OPD*.



3. On the right pane, select the *from date* and the *to date*, *facility* and your *location*. Scroll down the current window.



4. Under *state group*, select *all appointments* and the corresponding *state*. Please note, it is recommended that *cancelled* and *rescheduled* are unchecked.

5. The *OPD ESM daily appointment list* will display. This report indicates the following:

- *Appointment status* (scheduled, confirmed)
- *Appointment type* and *encounter*
- Patient details (*URN*, *name*, *contact*)
- Referral details (*source* and *ref status*)
- *Patient type* (*new case*, *review case*, etc)

Time	Appt Status	Enc. Type	MINS	Patient Name	Phone Numbers	Referral Status	Referral Type
0900	Confirmed	Outpatient	20/7/19	C99999 REG DOUBLE *Allergy *Alert	B 075554444 H 075334846 M 041824877	General Practitioner (12 Months)	New Case Public
0900	Confirmed	Outpatient	20/7/19	C99999 REG DOUBLE *Allergy *Alert	B 075554444 H 075334846 M 041824877	Specialist to Specialist (12 Months)	New Case Public
1300	Confirmed	Outpatient	20/7/19	C99999 REG DOUBLE *Allergy *Alert	B 075554444 H 075334846 M 041824877	Specialist to Specialist (12 Months)	New Case Public

Cancelled and *rescheduled* appointments will appear in red on the list.

6. To move to the next page, click the right icon.



7. On the final page of the report, a *summary* page will print. This will include a summary of:

- New and review appointments
- Appointment status
- Definitions

Totals		Filters	
New	31	Facility	Lady Cilento Children's Hospital
Review	0	Location Groups	All
Other	0	Locations	LCCH 6D CDS
Grand Total	31	Resource Groups	All
		Appr Status	All

Appointment Status	New	Review	Other	Total
Confirmed	6	0	0	6
Cancelled	8	0	0	8
Rescheduled	17	0	0	17

Referral Status	Definition
Required	No associated referral in the system
Expired	Appointment Date is greater than the Referral Expiry Date
New Case	First appointment associated with current referral
Current	Appointment Date is less than or equal to the Referral Expiry Date

8. To print this report, click the *print* icon and follow the prompts.

