



Appointment Reports

To access the Reports in Appointments, select **Searches** and choose from one of the following options:

- **Booking Information Report** - This report looks at appointments where the booking information reason has been used.
- **Consultation Times** - This report shows the number of consultations for each book owner.
- **Did Not Attend Report** - This report lists and counts the number of patients who failed to attend their appointment.
- **Emergency Evacuation Report** - This report provides a list of patients who are in the surgery and need to be evacuated.
- **Future Appointments Report** - This report lists all future appointments.
- **Waiting Time Report** - This report provides a list of waiting times for each book owner.
- **Online Appointments Report** (for practices using Vision Online Appointments) - This report analyses online appointments.
- **Slot Utilisation Report** - This report looks at appointment usage.

Search	Plan	Books	Maintenance	H
Any Slot				F2
Specific Slot				F4
Patient				F3
Booking Info Report Consultation Report Did Not Attend Report Emergency Evacuation Report Future Appointments Report Waiting Time Report Online Appointments Report Slot Utilisation Report				

Appointments - Reports

After choosing the report, click on your selections and choose **Print** or **Print Preview**. The report criteria varies depending on the report you choose. For more information on the options available, please refer to the on-screen help.

Booking Information Report

The Booking Information Report is a patient-based report which shows statistics or a list of patients grouped by booking information reasons (refer to the on-screen help for information on how to setup booking reasons). The report can be book owner specific and cover a specified date range. This can provide a useful method of calculating patient numbers if you consistently enter a booking reason when making appointments eg the number of telephone bookings.

Booking Information Statistical Report
 Range: 25/03/2003 to 25/09/2003 Requested by: DEMO

Owner	BOOKED AT GPs REQUEST	BY PHONE	FOLLOWING A CONSULTATION
A DEMO	0	0	0
ALEX SMITH	0	0	0
ALISON COOL	0	0	0
ANTENATAL	0	0	0
BABY CLINIC	0	0	0
BOBBELITTLE	0	0	0
DIABETIC	0	0	0
EDNA FROSTY	0	0	0
FLORA BRADY	0	0	0
GRAEME	0	0	0
MACDONALD	0	0	0
NURSES	0	0	0
OUTREACH	0	0	0
SATURDAY	0	0	0
TREATMENT ROOM	0	0	0
WELL PERSON	0	0	0
Total Appointments In Report Sample		15	
Booking Information Is Present		0	
Booking Information Is Absent		15	

Booking Information Report

Consultation Times

This report shows the number of consultations for each book owner, and the average consultation time, plus the longest and shortest consultation times. The consultation time is calculated from the Consultation start and end times.

Patients who have cancelled and did not attend (DNAs) can be excluded from the report. Those with incomplete consultations (ie marked as In but not Out) are included.

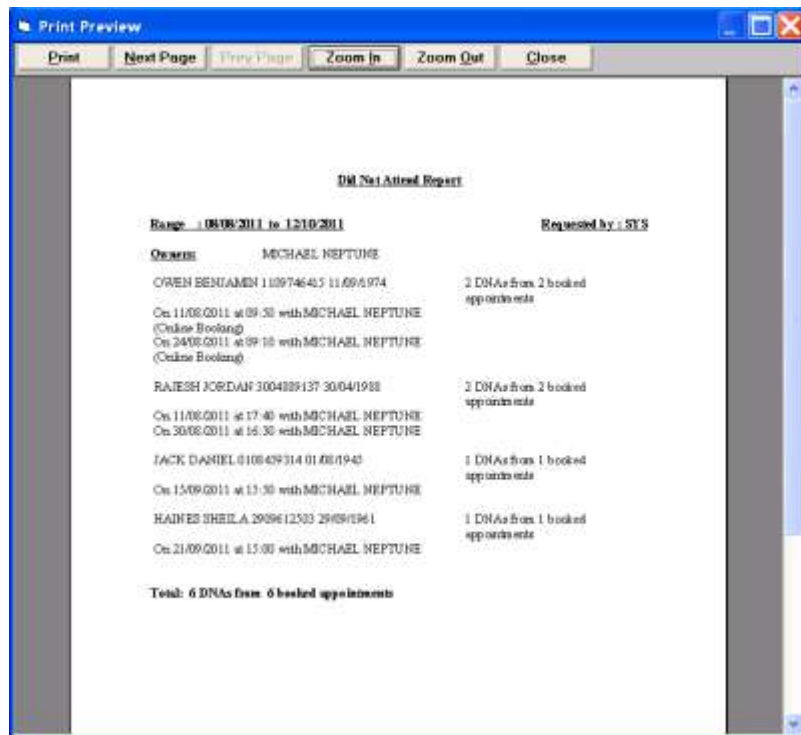
Consultation Time Statistical Report
 Range: From 25/03/2003 to 24/06/2003 Requested by: DEMO

Owner	Consult	DNA	Cancelled	Average	Longest	Shortest	Incomplete
ALEX SMITH	0	0	0	0	0	0	0
ALISON COOL	0	17	0	0	0	0	1
ANTENATAL	0	0	0	0	0	0	0
BABY CLINIC	0	0	0	0	0	0	0
BOBBELITTLE	0	1	0	0	0	0	0
DIABETIC	0	0	0	0	0	0	0
EDNA FROSTY	0	0	0	0	0	0	0
FLORA BRADY	0	0	0	0	0	0	0
NURSES	0	0	0	0	0	0	0
OUTREACH	0	0	0	0	0	0	0
SATURDAY	0	0	0	0	0	0	0
TREATMENT ROOM	0	0	0	0	0	0	0
WELL PERSON	0	0	0	0	0	0	0
Totals	0	18	0				1
Total Appointments In Report Sample				19			

Consultation Time Report

DNA Report

The Did Not Attend Report lists patients who have a record of non-attendance for appointments. If your date range includes "Today" all DNAs for today are included except for those that occur in the hour prior to running the report, eg, If running the report at 11am, those DNAs occurring today between 10 – 11 am will not be included. The report can include all patients who have failed to attend an appointment or you can find the patients who have failed to attend a minimum number of appointments. As well as printing the report, you can save it as a group in order to do a mail merge in Patient Groups.

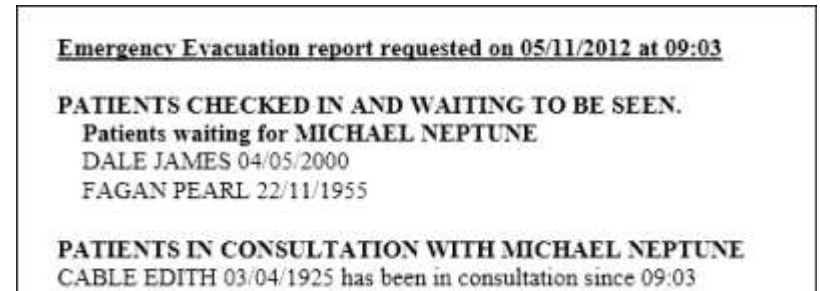


DNA Report

Emergency Evacuation Report

If you need to evacuate the building, this printed report will tell you which patients are in the surgery.

The patients must have the correct status eg, Arrived (checked in), IN (in consultation), OUT (seen). If no patients are marked as Arrived, there is a message on screen to tell you this. As well as those arrived and in, it also includes any patients with a status of out within the last ten minutes, in case those patients are still in the building.



Emergency Evacuation Report

Future Appointments Report

The Future Appointments Report searches for all future booked appointments for one or all book owners. It has the same printing options as the other reports.

Future Appointments Report

Range : 16/09/2013 to end of file

DR SATURN

Date	Time	Patient
Thursday 19/09/2013	08:50	GABOR ALEXANDER
Thursday 19/09/2013	15:30	A MATTHEW123456
Friday 20/09/2013	09:10	YEATES CHARLOTTE
Friday 20/09/2013	10:00	FAGAN AGNES
Friday 20/09/2013	10:50	HA JOHN

Future Appointments Report

Waiting Time Report

This report shows a daily breakdown of the average patient waiting time to see a clinician.

Waiting Time Statistical Report

Waiting Time Calculated From Arrival Time - Late Patients Included

Range: From 25/03/2003 to 24/06/2003 Requested by: DEMO

Owner	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Avg	Long	Short
A DEMO	0	3	0	0	0	0	0	3	3	3
ALEX SMITH	0	0	0	0	0	0	0	0	0	0
ALISON COOL	0	0	0	0	0	0	0	0	0	0
ANTENATAL	0	0	0	0	0	0	0	0	0	0
BABY CLINIC	0	0	0	0	0	0	0	0	0	0
BOBBIE LITTLE	0	0	0	0	0	0	0	0	0	0
DIABETIC	0	0	0	0	0	0	0	0	0	0
EDNA FROSTY	0	0	0	0	0	0	0	0	0	0
FLORA BRADY	0	0	0	0	0	0	0	0	0	0
GRAEME	0	0	0	0	0	0	0	0	1	0
MACDONALD	0	0	0	0	0	0	0	0	0	0
NURSES	0	0	0	0	0	0	0	0	0	0
OUTREACH	0	0	0	0	0	0	0	0	0	0
SATURDAY	0	0	0	0	0	0	0	0	0	0
TREATMENT ROOM	0	0	0	0	0	0	0	0	0	0
WELL PERSON	0	0	0	0	0	0	0	0	0	0

Total Appointments In Report Sample 62

Included In Report 5

Unattended, Cancelled or Incomplete Data 57

Waiting Time Report

Online Appointments Report

This report is used to analyse data when using online Appointments. You can look at the number of appointments available online, booked or cancelled online.

The screenshot shows a 'Print Preview' window with a toolbar containing 'Print', 'Next Page', 'Prev. Page', 'Zoom In', 'Zoom Out', and 'Close'. The report content is as follows:

Online Appointments Report

Scope of report - Slots available online

Owners included - All Active

Date Range (Appointment Date) - 16/09/2013 to end of file **Requested by - SYS**

<u>Date and Time</u>	<u>Book Owner</u>	<u>Slot Type</u>
Mon 16/09/2013 15:00	DR. SATURN	Book On the Day
Mon 16/09/2013 16:50	DR. SATURN	Normal
Wed 18/09/2013 15:00	DR. SATURN	Book On the Day
Wed 18/09/2013 16:50	DR. SATURN	Normal
Thu 19/09/2013 15:00	DR. SATURN	Book On the Day
Thu 19/09/2013 16:50	DR. SATURN	Normal

Online Appointments -

Slot Utilisation Report

The slot utilisation report allows you to search for how many slots are available and how many are booked using a variety of selections.

Slot Utilisation Report

Scope of report - Owner and Session Type

Owners included - All Active

Session Types included - All Active

Slot Types included - All Active

Date Range - 21/01/2011 to 20/04/2011 **Requested by - SYS**

<u>CAROL SATURN</u>	<u>Number of slots</u>	<u>Booked slots</u>	<u>Percentage Booked</u>
Afternoon	1134	10	0.88%
Morning	1113	1	0.09%
Total	2247	11	0.49%

<u>FIONA VENUS</u>	<u>Number of slots</u>	<u>Booked slots</u>	<u>Percentage Booked</u>
Afternoon	0	0	0.00%

Slot Utilisation Report