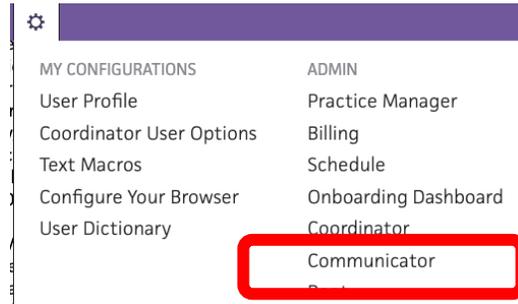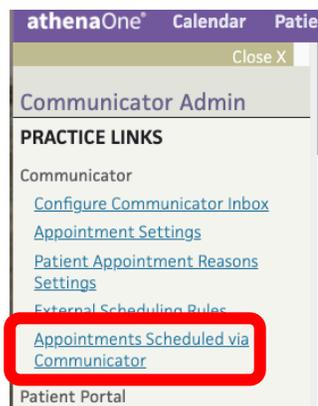# How to check for 3rd Party Scheduled Appointments in athenahealth

- In athenahealth, click on the gear icon

- Click on **Communicator**

- When the side bar opens to the left, click on **Appointments Scheduled via Communicator**

- When the next screen loads, enter the following information:
    - **Date Range:** add your custom date range
        - **Note:** the system will not let you run a report past (future) the current date, however you will be able to see appointment scheduled in the future once report is run
    - **Created by:** MDP Partners via API
    - **Department:** Choose "Selected"
        - Specific location or ALL
    - **Detailed Report**

Date range 11/01/2022 📅 to 11/04/2022 📅 [dropdown ⌄]

Created by MDP Partners via API ⌄

Department ○ All ● Selected

Filter list

☑ Advanced Surgical Institute
☑ Alvarado Hospital Medical Center - IP
☑ Alvarado Hospital Medical Center - OP
☑ Alvarado OP Forensic Clinic
☑ Anesthesia Schedule
☑ Back Bay Imaging
☑ Brockton Office
☑ Cal Med ASC
☑ Care First Surgical Center
☑ Cerritos Surgery Center

Select all

Selected

Advanced Surgical Institute ⊗
Alvarado Hospital Medical Center - IP ⊗
Alvarado Hospital Medical Center - OP ⊗
Alvarado OP Forensic Clinic ⊗
Anesthesia Schedule ⊗
Back Bay Imaging ⊗
Brockton Office ⊗
Cal Med ASC ⊗
Care First Surgical Center ⊗
Cerritos Surgery Center ⊗
Corona ⊗

Clear all

[Summary Report] [Detail Report]

- The report may take a minute to run, depending on your date range.

- Once report is completed, you will be able to see all appointments scheduled via API for selected locations

Results

Date	Created By	Action	Appointment	Patient ID	Patient Name	Provider	Department	Appointment Date	Start Time	Duration (minutes)
11/04/2022	API: Qure4u	Scheduled	FOLLOW UP 15	222796	BETHANY TEST	PHILIP CHEN	Irvine Sand Canyon #250	12/29/2022	05:00	15
11/04/2022	API: Qure4u	Scheduled	FOLLOW UP 30	222796	BETHANY TEST	LAURA NIEVES	Corona Suite 207 Primary Care	11/07/2022	08:30	30
11/04/2022	API: Qure4u	Scheduled	FOLLOW UP 15	222796	BETHANY TEST	ROXANNE LIM	Murrieta Pointe	12/07/2022	03:15	15
11/04/2022	API: Qure4u	Scheduled	FOLLOW UP 15	222796	BETHANY TEST	JOHN HONG	Murrieta Pointe	12/01/2022	03:45	15