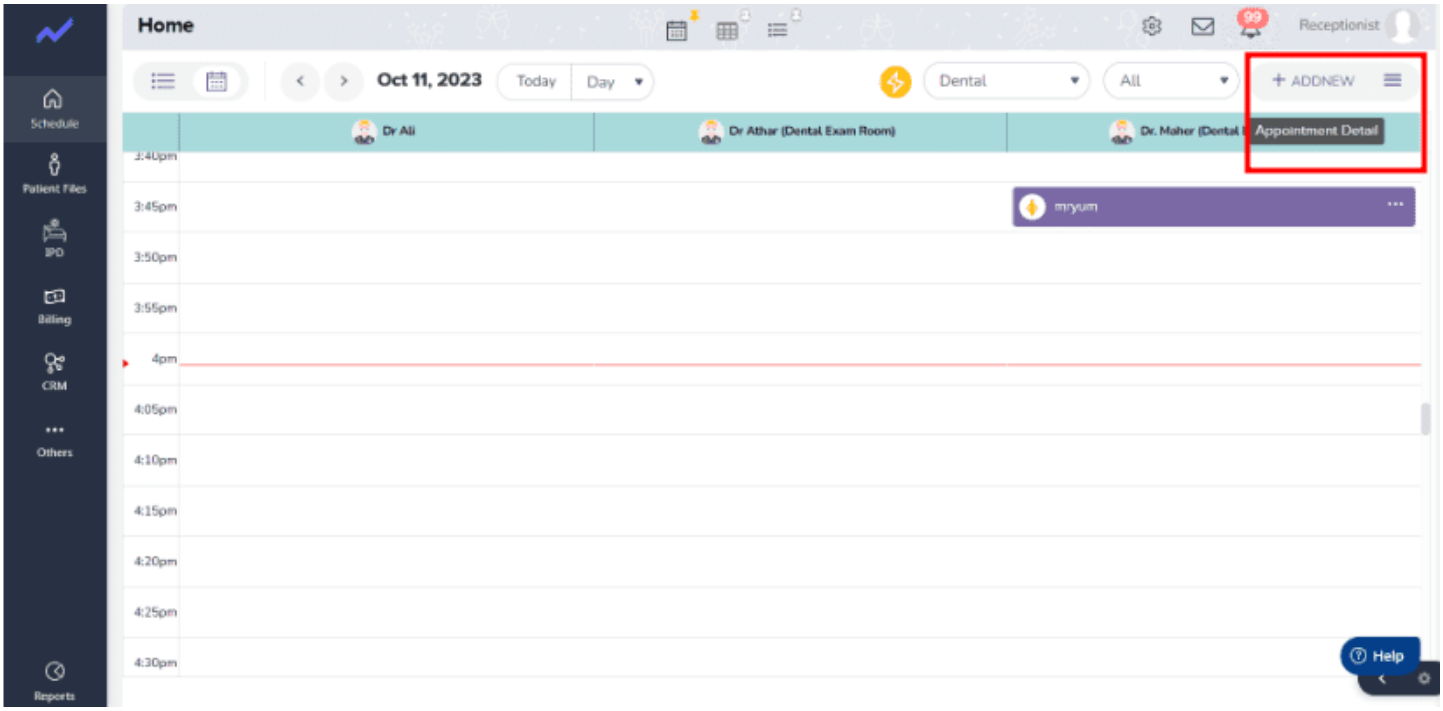
How Receptionist view the Appointment Status of Patients in Cloudpital?

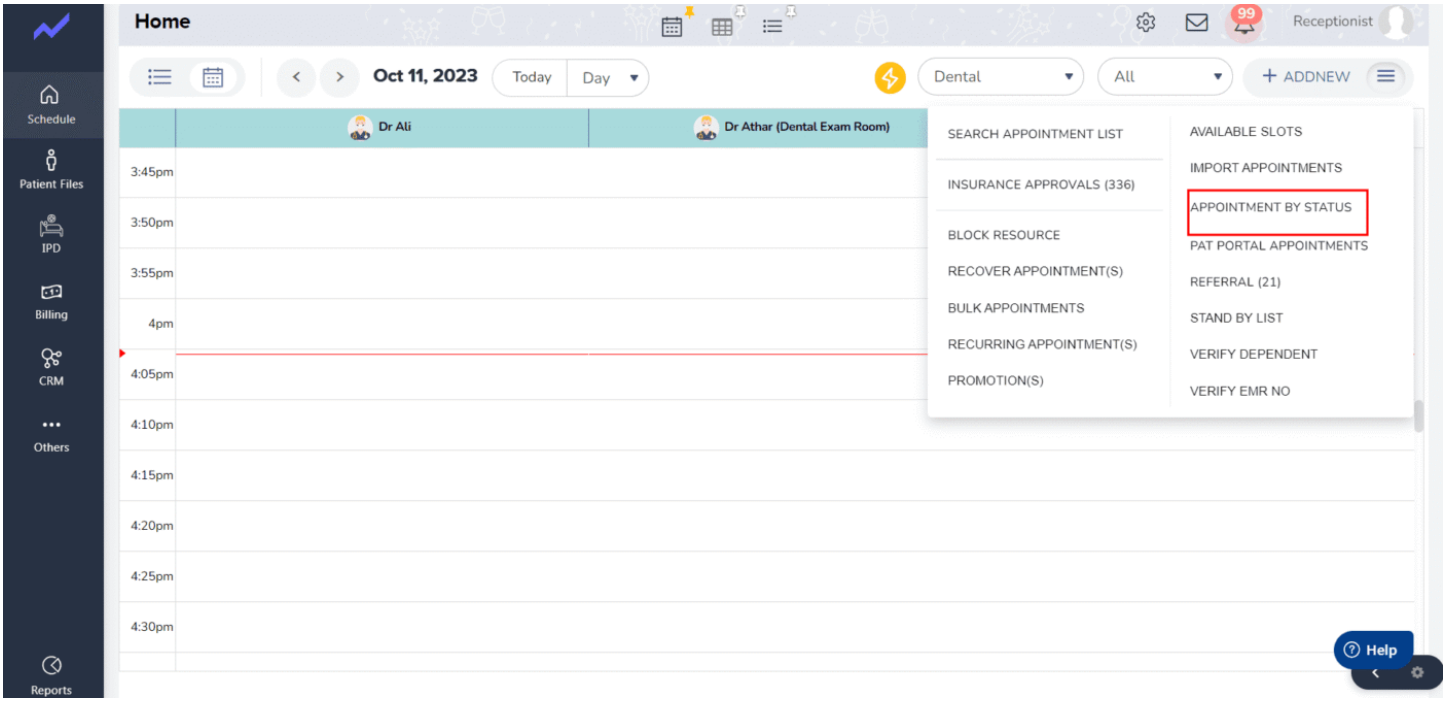
Appointments · https://www.cloudpital.com/docs/how-receptionist-view-the-appointment-status-of-patients-in-cloudpital/

As a **Receptionist,** it is essential to have a clear understanding of how to view the appointment status of patients in Cloudpital. Here is a step-by-step guide to help you navigate the process.

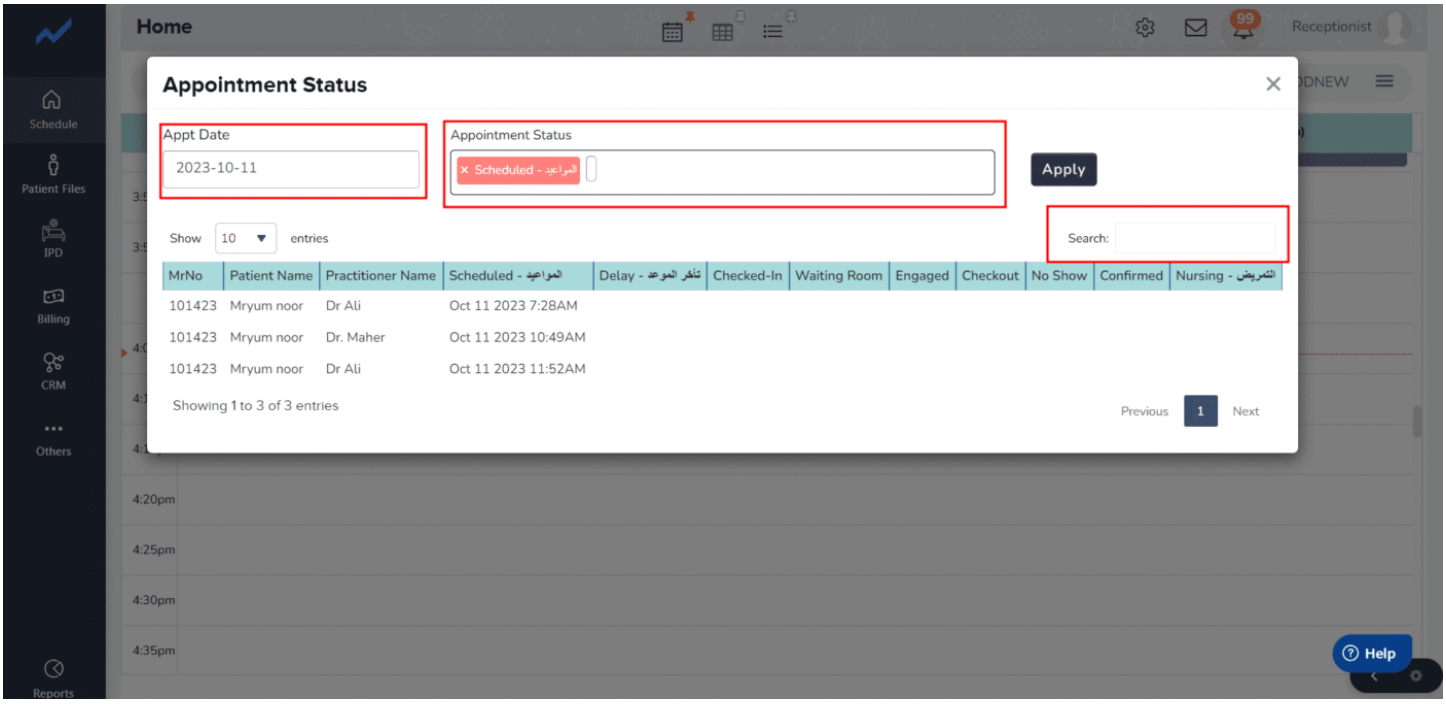
Log in to your Cloudpital account using your username and password. Once you are logged in, click on the **“Appointments Details ”** tab located on the right side of the screen.



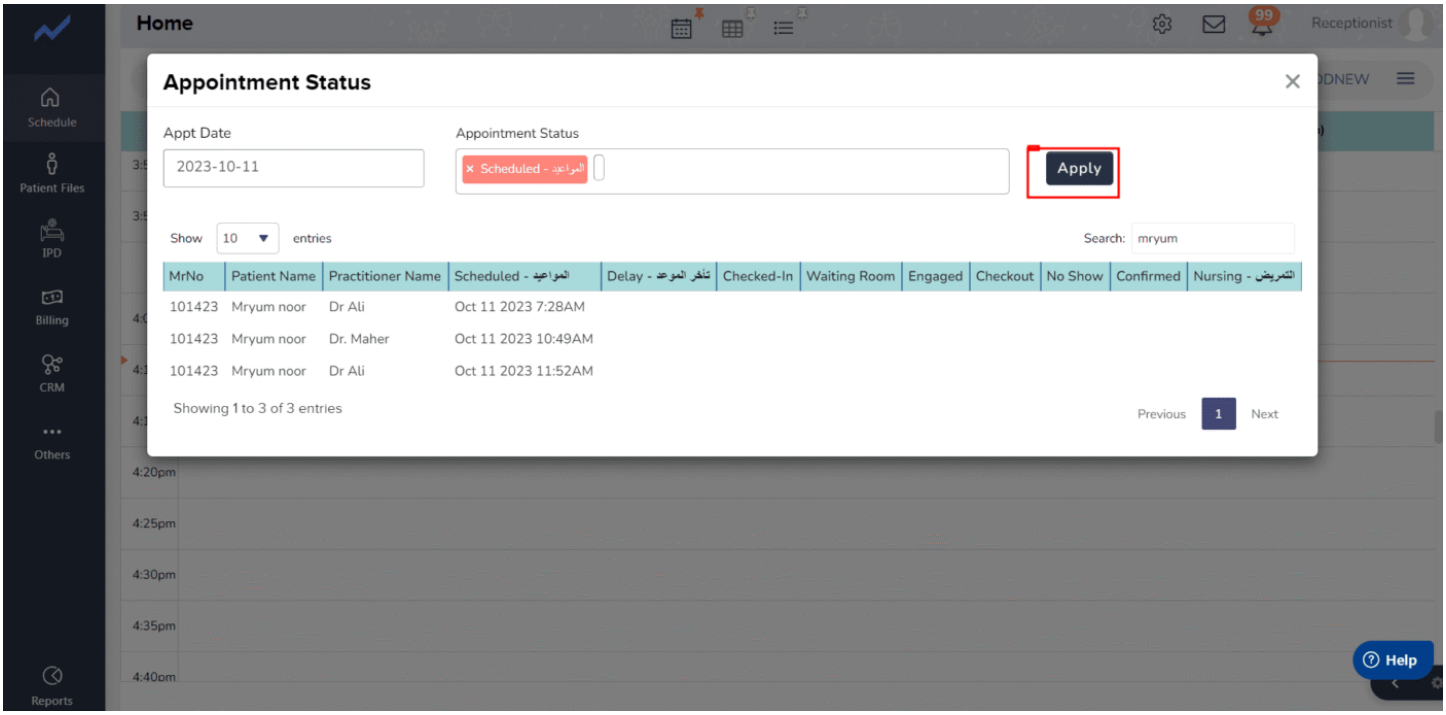
When the screen is open the receptionist click on the **Appointment Status** of the Patients.



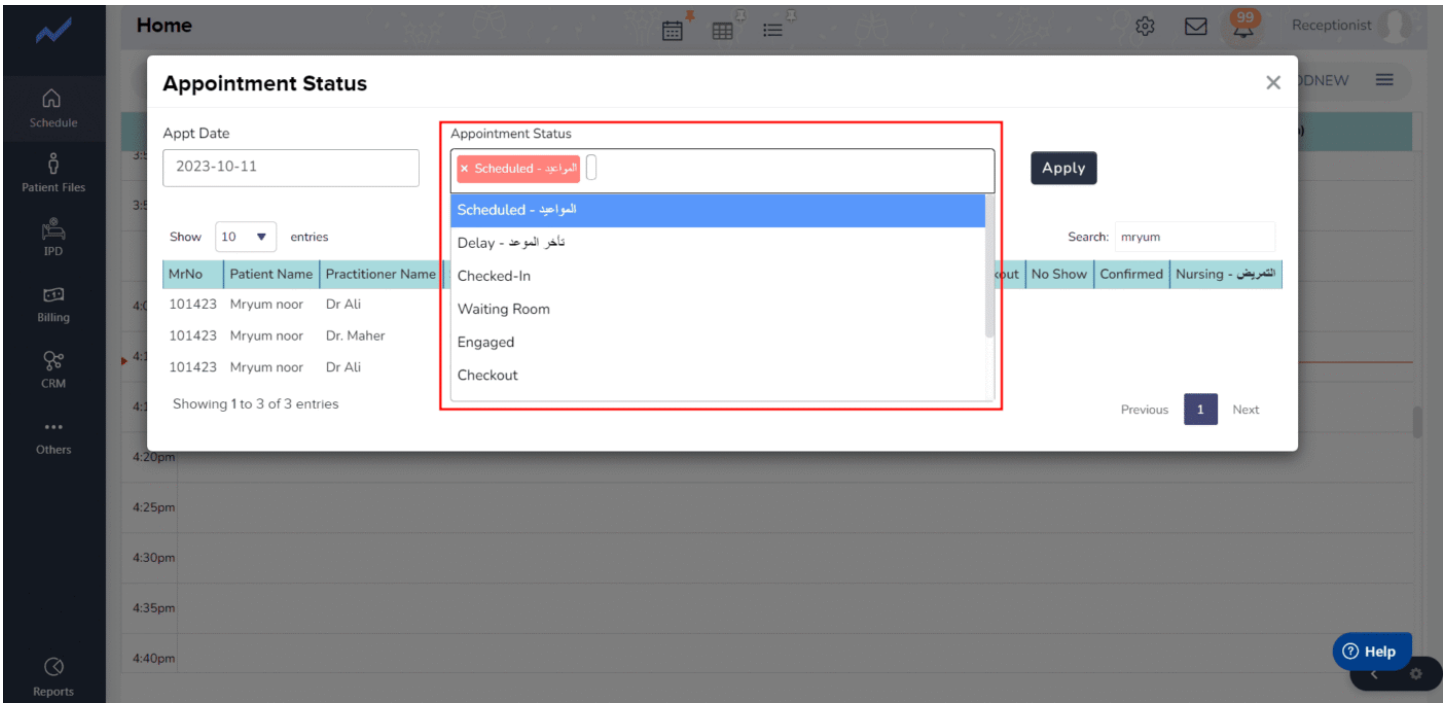
In this screen the Receptionist can also filter the appointments by the **Patient's Name**, **Appointment Date**, or **Status.**



To view the status of a specific appointment, search the appointment of the Patient and click on the **Apply button**.



Here, the Receptionist will be able to see if the appointment is **Schedule, Delay, Checked-In, Waiting Room, Engaged, Checkout** other more .



In conclusion, Cloudpital makes it easy for receptionists to view the appointment status of patients. By following the steps outlined above, you can ensure that you are up-to-date on all appointments and can provide the best possible service to your patients.