
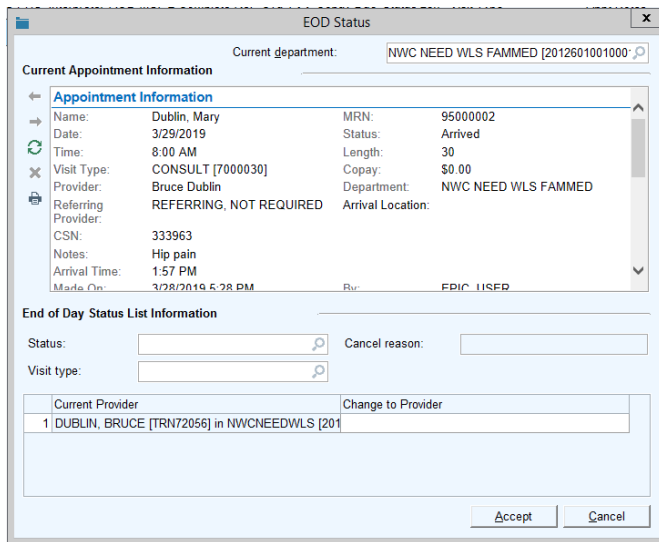


MRPG Tip Sheet: Marking Patients Left Without Being Seen

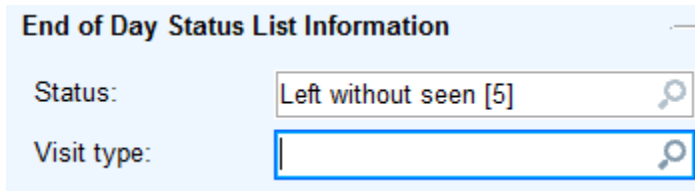
When patients have been checked into their appointments and then decide they cannot stay to be seen by the provider you will need to change the status of their appointment to “Left Without Seen.” Please make sure you follow the steps necessary to refund any copays collected at the time of check in.

1. Locate your patient on your Department Appointment Report (DAR).
2. Right-Click your patient and select EOD 
3. The EOD Status Window will appear.



***This window allows you to change the appointment status and allows you to change visit types and providers.

4. In the status filed, enter “Left without seen”



5. Click Accept

***This will change the appointment color to red on the DAR and the status will now show Left.

| Appt Tim | Pt Info | Pt. Pronouns | MRN | SN | Alert | ES PHS | Interpreter | AOB | MSPQ Complete | Ref | Cvg | Pt V | Copay Due | Status | Len |
|----------|-------------|--------------|----------|----|-------|--------|-------------|-----|---------------|-----|-----|------|-----------|--------|-----|
| 8:00 AM | DUBLIN,MARY | | 95000002 | | | | No | | | ✓ | ✓ | ✓ | 0.00 | Left | 30 |