

No Show and No Rescheduled Appointment Report

What does this report do?

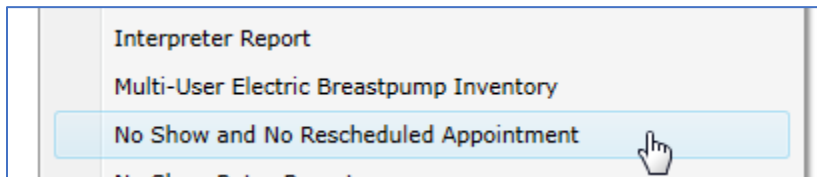
This report tells you who has missed their appointment and did not reschedule the appointment. The list can be used to contact clients to get them a new appointment.

How can I use this report?

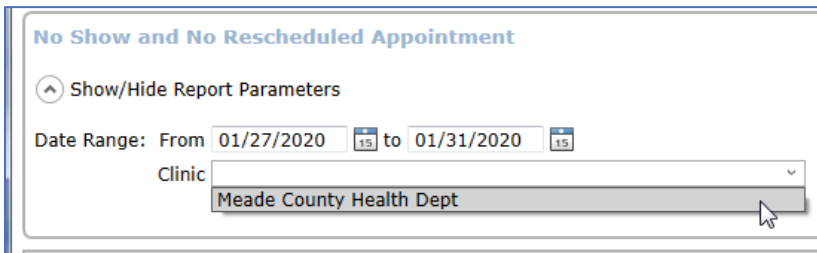
If you run this report regularly (weekly is recommended), you can use it to call clients and schedule a new appointment. This is a step beyond the required No Show letters you mail. This may help improve your participation rates, as well as help families not have a lapse in benefits.

How do I run this report?

1. Reports > **No Show and No Rescheduled Appointment Report.**



2. Enter desired Date Range and select **Clinic**. Then **Generate**.



How do I interpret this report?

Call the caregiver and schedule a new appointment.

Kansas WIC Program
No Show and No Rescheduled Appointment
Missed Appointments between 01-27-2020 and 01-31-2020
Meade County Health Dept

Caregiver	Client	Category	Missed Appointment	Type	Clinic
[Redacted]	[Redacted]	C	01/30/2020 10:00 AM	NE+	Meade County
[Redacted]	[Redacted]	C	01/30/2020 10:00 AM	RC	Meade County
[Redacted]	[Redacted]	PG	01/29/2020 02:00 PM	NEI	Meade County

Additional text in the image: "Copeland, KS 678" and "(620) 255-0325" are circled in orange. A blue arrow points from the text box to the phone number.

What does the data mean/where is it pulled from?

This report pulls all clients that missed an appointment during the date range entered and do not have a rescheduled appointment as of the date the report was run. The caregiver contact information, client name(s), category, and appointment date/time/type are displayed. The report is sorted alphabetically by caregiver last name.