

SoftDent Software

Daily Reports: Morning

This one-page job aid lists the recommended reports in the SoftDent practice management software that should be generated each morning.

The table below includes report name, path, and a brief description of each report.

Name and Path	Description
Confirmation List Reports > 3. Confirmation List	<ul style="list-style-type: none"> Confirmation status of patient appointments for a specified date List can be sent to the Contact Expert
Short Call List Reports > Recall/ Appt > Short Call List	<ul style="list-style-type: none"> Scheduled patients willing to move their existing appointment to an earlier opening Patients in the tickler file willing to accept an appointment on short notice List can be sent to the Contact Expert
Missed Appointments Reports > 2. Missed Appointments	<ul style="list-style-type: none"> Patients who missed their appointment yesterday Moves missed appointments from the Daily Appointments screen to the tickler file Moves posted appointments to the history file List can be sent to the Contact Expert