

SoftDent Software

Patient Visit Statistics

This one-page job aid, designed for dental management team members, provides instructions for generating the Patient Visit Statistics report in SoftDent practice management software. The report generates a list of patient appointments scheduled within a specified date range; shows expected and actual patient arrival, wait, and operatory times; and calculates the percentage of patients that arrived on time, thus enabling you to track how efficiently the office serves its patients.

NOTE: The Patient Visit Statistics report cannot calculate provider or patient statistics unless you have checked the patient in and out and updated their location from either the Scheduler or the InOffice.

Generating the Patient Visit Statistics Report

1. Select Reports > Practice Management > Patient Visit Statistics. The Patient Visit Statistics window is displayed. See Figure 1.

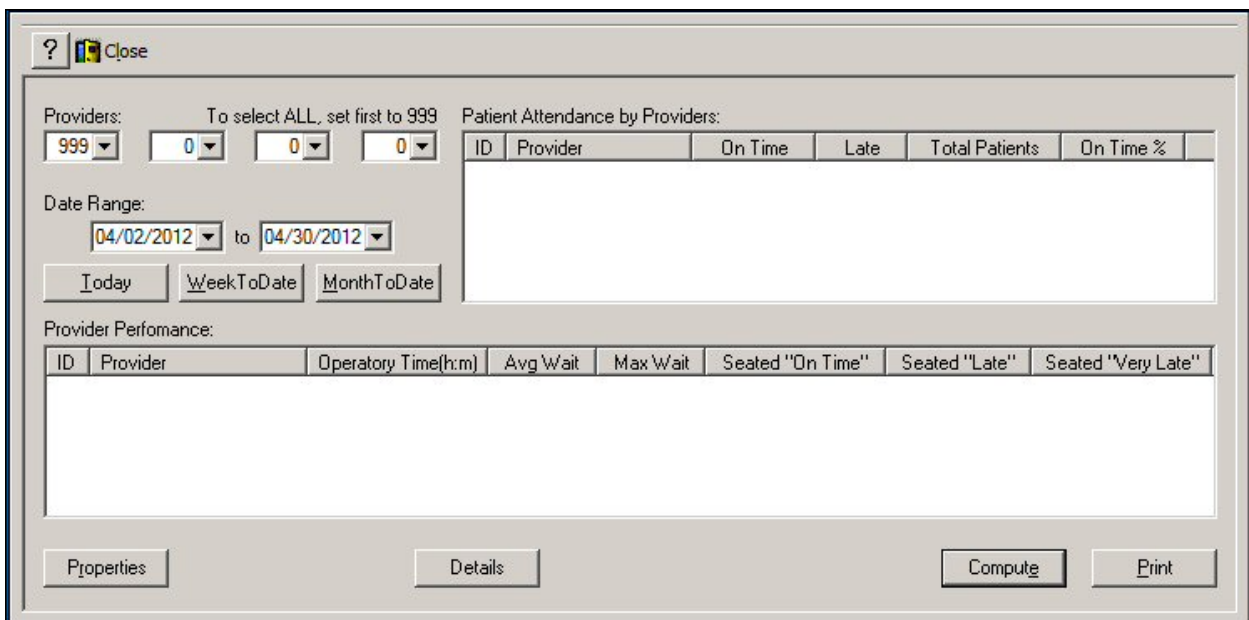


Figure 1 – Patient Visit Statistics Window

2. Select the providers whose statistics you want to calculate.
NOTE: Select 999 from the **Providers** drop-down list to run the report for all providers in the practice.
3. Enter the desired date range or click one of the buttons to indicate your date range preference - Today, WeekToDate, or MonthToDate.
4. Click **Properties** to define the parameters. The Patient Visit Statistics Properties window is displayed.
5. To calculate and display the statistics, click **Compute**.
6. To print the report, click **Print**.