Behavioral Healthcare Corporation
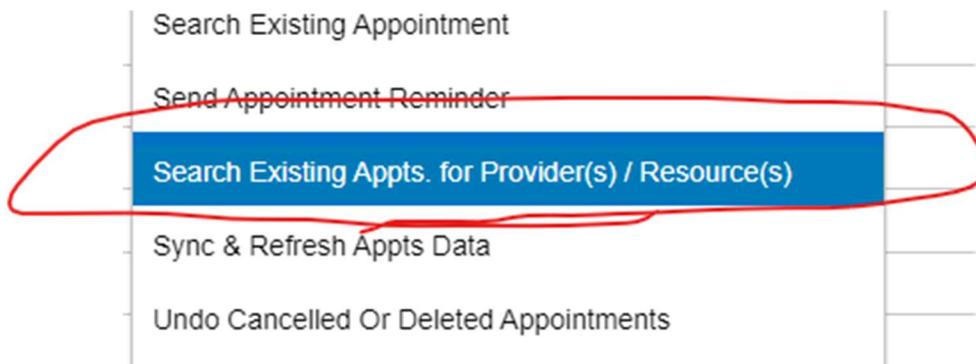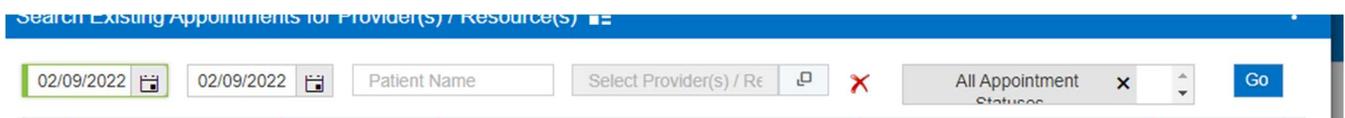*Mental health for all we serve.*™

How to Print all Appointments for the Day

- Go to The Appointment Scheduler
- Click on the "More Options" button (Three lines)

- Go to the option "Search Existing Appts. For Provider(s)/Resource(s)

- Select the date, put the date in both boxes. Select the Providers/Resources you want to view using the pop-out selector. Click "Go".

- Also in the Search bar, you can click on the "Detail View" button to also filter by "Encounter Types".
- Use the "Print" button to print the schedule, choose which columns you want to print and rename the document if you like.
- It is presenting them in reverse order of time, so I will ask about being able to change that for the print.

Printing all Appt for the Day
02/2022

822 Marietta Avenue, Lancaster, PA 17603
535 Locust Street, Columbia, PA 17512
PH: 717.399.8288 F: 717.399.8968
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