

# Caseload Reports:

## Unfilled Appointment Report

### What this report tells you:

Shows how many appointment slots are still available in your appointment schedule.

### Why use this report:

Use the report to ensure that there are enough unfilled appointment times for rescheduling participants during the month and for new enrollees.

### How to run this report:

Appointment Scheduler- Outputs. Enter the month and year. Can filter for each clinic site.

### When to run this report:

At least weekly and more frequently toward the end of the month.

