The Overdue Patients module allows you to view patients’ attendance in regards to previous appointments. This module also allows the user (you) to assign extensions to one or many patients to prevent them from being listed as “Overdue” or “no-show” on axiUm.

1. To launch, click on the Overdue Patients icon →

Overdue Patients Main window is displayed:
2. Select the Group, Provider, Reason and year (if applicable) as shown below:
   
   A. Selecting a Group
   
   B. Selecting a Provider
   
   C. Selecting a Reason

3. Click on the [Search] button to generate a patient list.

   **Note:** Example above was ALL Groups and ALL Reasons.
4. Types of REASONS available:

- PATIENTNOTSEEN → Patient Not Seen
- ASSIGNEDBUTNOTTXPLAN → Patient Assigned but No Treatment Plan exists yet
- RECALLNOTSEEN → Patient was Recalled but was not seen
- PATIENTINACTIVE → Patient is Inactive (Contact your GPA or Patient Services)
- TXPLANOLD → Treatment Plan is Old

5. Sorting results by Patient Status. Click on the ellipsis button (as shown below)

6. The Select Patient Status window will be displayed (as follows)