

Mark a period as unavailable

Last Modified on 20/09/2021 2:07 pm AEST

Mark a period in the appointment book as unavailable for a doctor or a practice. This is often set up in advance for events like public holidays and planned leave.

Schedule a period of unavailability for a branch

To block out a period of time:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Appointments > Unavailability**.

The **Branch Schedule Availabilities** screen will open with **Branch** selected by default.

3. In the **Branch** field, select the branch.

If required, you can select all branches in step 7.

4. Select the day the unavailable period will start.
5. Select **New**.

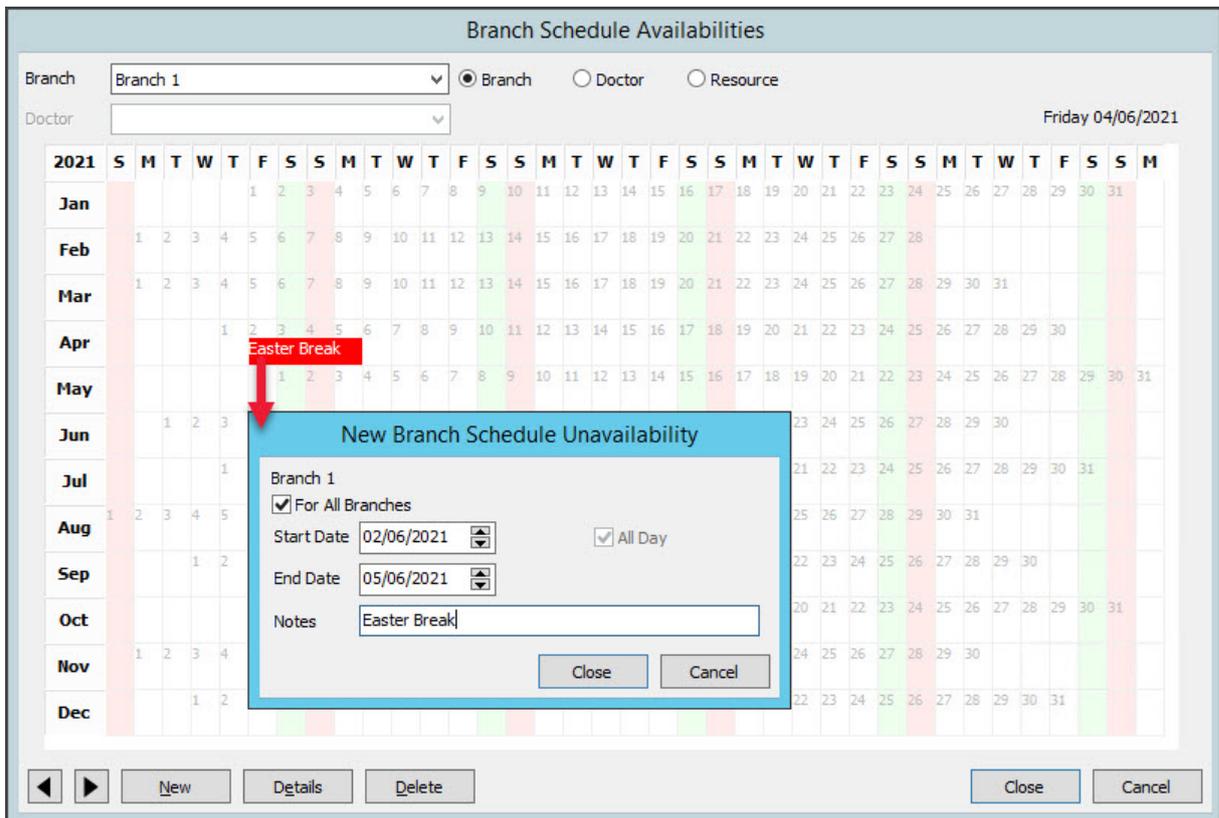
The **New Branch Schedule Unavailability** screen will open.

6. Enter a **Start Date** and **End Date** for the period the branch will not be available for bookings.
7. Use the tick box to indicate if this applies to all branches.
8. In the **Notes** field, enter a reason for the closure.
9. Select **Close** to save and exit.

The period will be blocked out in red with the reason shown.

To modify the unavailable period, select the date (click above the red band), then select **Details** and make the updates.

To remove the unavailable period, select the date (click above the red band) then select **Delete**.



Schedule a period of unavailability for a doctor

To block out a period of time:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup** then **Appointments > Unavailability**.

The **Branch Schedule Availabilities** screen will open

3. At the top of the screen, select **Doctor**.

Select **Resource** if this is for a resource such as a practice nurse.

4. In the **Branch** field, select the branch.

If you need to set the doctor's unavailability for multiple sites, you will need to repeat these steps for each site.

5. In the **Doctor** field, select the doctor's name.
6. Select the day the unavailable period will start.
7. Select **New**.

The **New Doctor Schedule Unavailability** screen will open.

8. Enter a **Start Date** and **End Date** for the period the doctor will not be available for bookings.
9. In the **Notes** field, enter a reason.
10. Select **Close** to save and exit.

The period will be blocked out in red with the reason shown.

To modify the unavailable period, select the date (click above the red band), then select **Details** and make the updates.

To remove the unavailable period, select the date (click above the red band) then select **Delete**.

Doctor Schedule Availabilities

Branch: Branch Doctor Resource

Doctor: Monday 13/09/2021

2021	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M						
Jan						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Apr				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May																																				
Jun		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Jul			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Sep			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Oct																																				
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
Dec		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

New Doctor Schedule Unavailability

Davis, Phillip
Branch 1

Start Date: All Day

End Date:

Notes:

↑
Annual Leave