Find an appointment

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Search the Appointment Book for all bookings made for a patient, then open or delete any appointments you find. At the end of this guide is a table explaining what the Appointment Book icons mean.

Considerations:

- Select **View** > **Options** to open the **Appointment Display** options and select or deselect the practice's preferences.
- The Appointment Book of the branch you logged into (the default branch) will be searched.
- To change the branch, press **F3** and choose from the **Select Branch** screen.
- You can't search for a non-patient booking as the person has not been registered.
- You cannot search for Online Appointment bookings that have not been reconciled to a patient.

See the Appointment Grid display guide for appointment icon explanations.

Find an appointment- for any patient

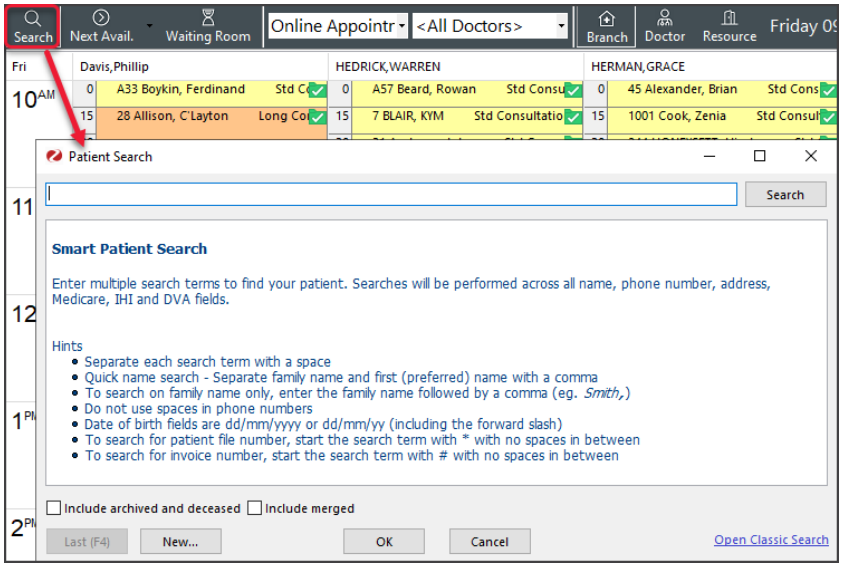
Ideal when on the Appointment Grid and the patient has no appointments today.

To find an appointment:

1. Go to Zedmed's **Reception** tab.
2. Select **Appointments**.
3. Select **Search > Find Appointment** from the top menu.

   The **Patient Search** screen will open.
4. Enter the patient's name into the **Search** field.
5. Select **Search.**
6. Select the patient.
7. Select **OK.**

   To learn more, see the Finding a Patient Record article.



The **Search for Appointments** screen will open.

It displays the patient's appointments, looking back a month (in case an appointment was missed) and forward a year.

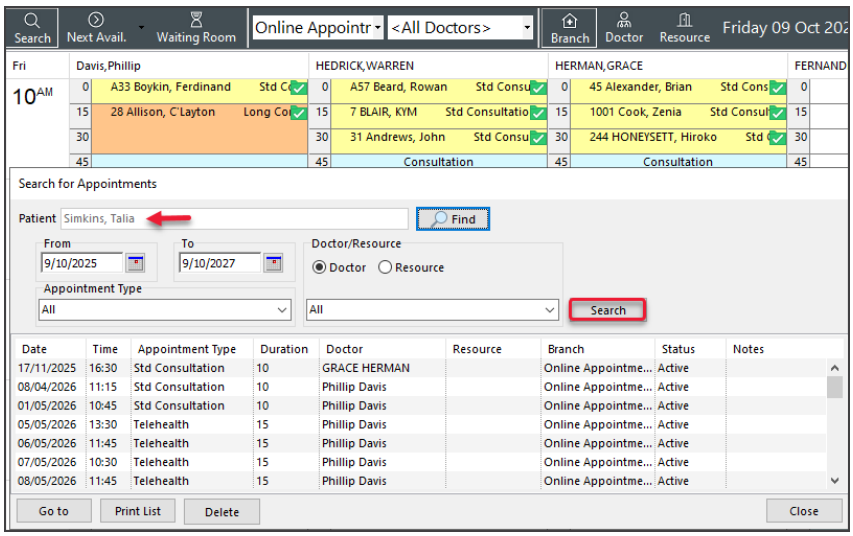
You can perform the following actions:

- **Go to** - Takes you to the day of the selected appointment with the appointment highlighted.
- **Print List** - opens a report of the listed appointments. Select the printer icon to print it out.
- **Delete** - removes (and cancels) an unwanted appointment.

  An appointment should be cancelled, not deleted. Deleted appointments are not included in the cancelled appointment report.

  To learn more, see the Cancel an appointment article.
- **Find** - opens the **Patient Search** screen so you can look for another patient.
- **Refresh** - If you change the **From/To** date range, select the **Refresh** button.

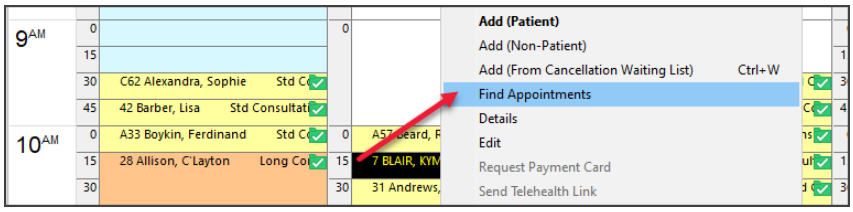
8. Select **Close** to return to the **Appointments Display Grid.**



Find an appointment- for a patient

Ideal when on the Appointment Grid and the patient has an appointment today.

1. Right-clicking a patient's appointment.
2. Select **Find Appointment.**



You can also select the **Next App**" link on the patient record in clinical (on the demographics/title section).

This opens a Patient Record's Appointments tab, from where you can view and search the patient's appointment history.
To locate a patient's historical or future appointments, select the criteria, then select Search.

