Find an appointment

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Search the Appointment Book for all bookings that have been made for a patient, then open or delete any of the appointments found. 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.
- The change 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.

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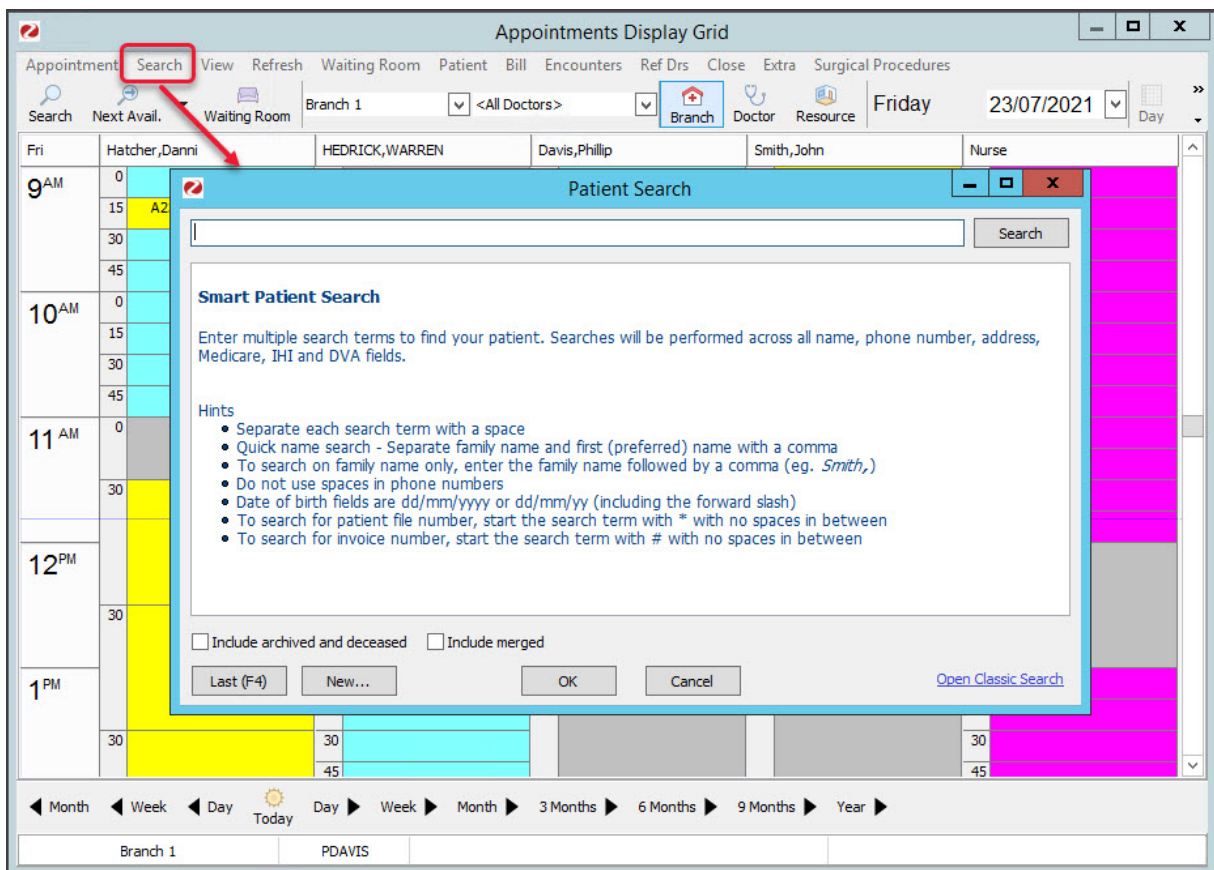
The **Search for Appointments** screen will open.

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, you need to select the **Refresh** button.

8. Select **Close** to return to the **Appointments Display Grid.**
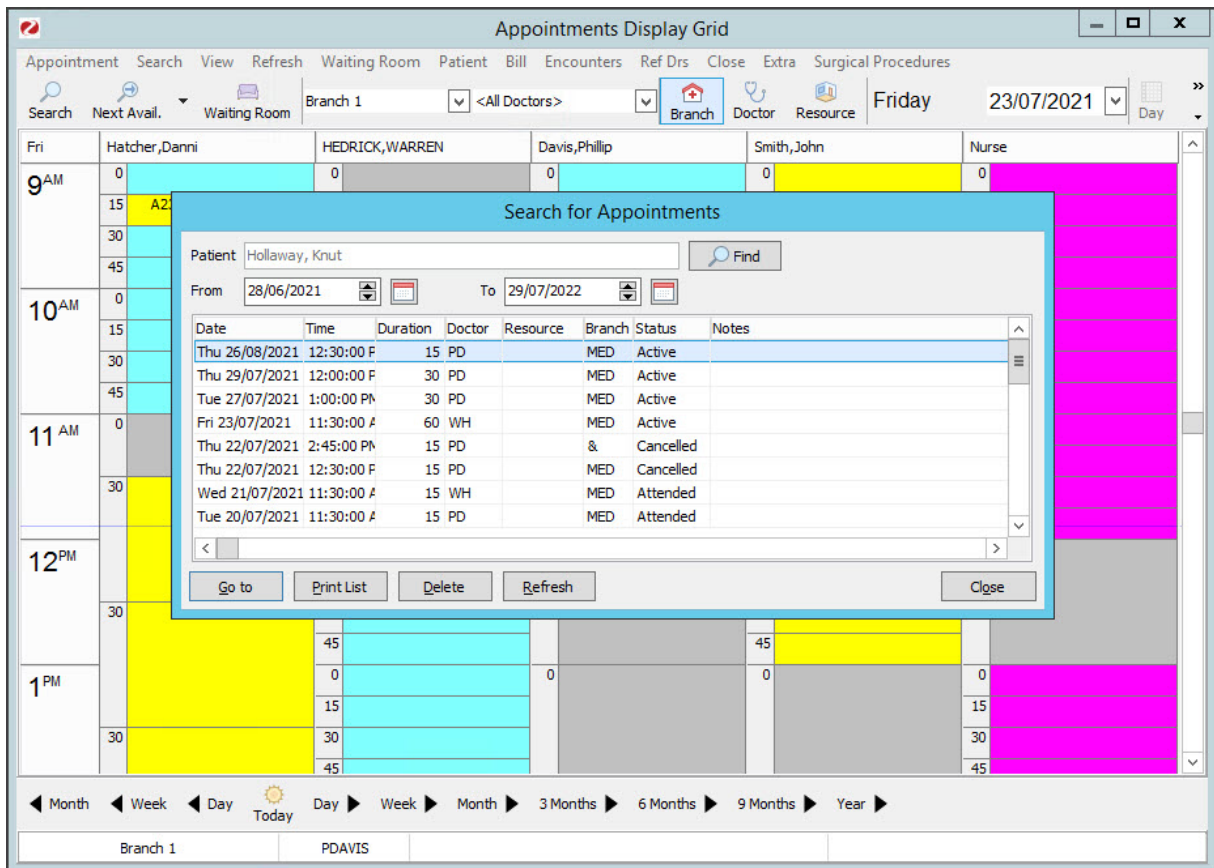
Booking icon explanations

Icon	Description	Explanation
Barr, Lydia Std Cons	Green tick (left)	The patient has been attended to the Waiting Room.
Barr, Lydia Std Cons	Red cross (right)	The patient's IHI is unavailable.
Simkins, Talia --- Onlin	Green tick (right)	The patient's IHI is available.
Simkins, Talia --- Onlin	Cloud icon	The patient made the appointment via Online Appointments.
Smith, Dave --- Online	Cloud icon with +	A patient's first Online Appointment - needs reconciling.
C82 Smith, Henry Std Co	Credit card	Online Appointment booking with credit card information taken.
C82 Smith, Henry Std Co	File folder	File pulled & patient not attended. Replaced by a green tick when attended.
62 Black, Emma (18:00	Phone icon	The patient replied YES (tick on icon) or No (cross) to a reminder SMS.