

Appointment time slot options

Last Modified on 07/10/2024 1:25 pm AEDT

Right-clicking the **Appointments Display Grid** provides a list of actions you can take on an appointment or appointment time slot.

To view the appointment book drop-down menu:

1. Go to Zedmed's **Reception** tab.
2. Select **Appointments**.

The **Appointments Display Grid** screen will open.

3. Right-click a time slot.

The options available depend on whether you right-clicked an appointment or an appointment slot. Each option is explained below.

Drop-down list options

Right-clicking a time slot opens the following options:

- **Details** - Look at and change the details of all appointments in a time slot.
- **Edit** - Change the details of the booking.
- **Delete** - Remove the booking completely (without trace).
- **Cancel**
-Remove the booking from the display but keep it with a changed status (of cancelled). This can be useful for medico-legal purposes. A list of cancelled appointments can be printed through the Appointments Report.
- **Pull File** - Changes the colour of the time slot to designate that the file has been pulled.
- **Attend** - Add the patient to the Waiting Room using the usual Attendance form. It is not possible to "attend" Non-patient bookings as they must be registered first through Patient details. You can, however, change the "Status" of a Non-Patient booking to "Attended" using the Edit command, so the colour of the time slot is changed.
- **Cut** - Deletes the booking from the original time slot but saves it to a new location for Pasting.
- **Copy** - Leaves the original booking but stores its details for Pasting to one or several other time slots, which is useful for multiple repeat appointments (counselling sessions, injections, etc.).
- **Paste** - Inserts the "cut or copied" booking details at the new position of the mouse cursor with the same duration, but you may change the notes or appointment type.
- **Unavailable** - Equivalent to the F8 button to mark a time slot as unavailable for bookings.
- **Extend Schedule** - Permits the creation of an "ad hoc", single-day session for the doctor in view.
- **Booking Rules** - This is a text entry form where you can record any notes relevant to a doctor's appointment preferences. Some doctors do not wish to see certain patients or want a 30-minute consultation for a new patient. Booking rules can be reviewed from within the Appointment Details form.

Appointments Display Grid

Appointment Search View Refresh Waiting Room Patient Bill Encounters Ref Drs Close Extra Surgical Procedures

Search Next Avail. Waiting Room Branch 1 <All Doctors> Branch Doctor Resource Thursday 15/07/2021 Day Week Month

Thu	Hatcher,Danni	HEDRICK,WARREN	Davis,Phillip	Nurse
8 AM	0	0	0	0
			15	
			30	
			45	
9 AM	0	0	0	
	15	4 Hollaway, Knut Std Consultation	15	
	30		30	
	45		45	
10 AM	0	0	0	
	15		15	
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11 AM	0	0	0	
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		45	45	
12 PM	0	0	0	
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			30	
			45	15 JANIS, ELVIN New Patient (12:4
			45	45 Alexander, Brian Std Consultat

Add (Patient)
 Add (Non-Patient)
 Add (From Cancellation Waiting List) Ctrl+W
 Details
 Edit
 Delete
 Pull File Shift+F7
 Attend F7
 Cancel
 Patient Details
 Clinical Details
 Cut Ctrl+X
 Copy Ctrl+C
 Paste Ctrl+V
 Unavailable F8
 Extend schedule
 Booking Rules F9
 Next Available Time

◀ Month ▶ Week ▶ Day Today Day ▶ Week ▶ Month ▶ 3 Months ▶ 6 Months ▶ 9 Months ▶ Year ▶

Branch 1 PDAVIS Davis, Phillip Thu, 15 Jul 2021 8:00 am - 8:15 am Consultation