

Appointment display options

Version: 2.00 | Last Modified on 11/08/2025 2:58 pm AEST

This guide covers the options available to change what is shown in the Zedmed Appointment Book and what the different booking icons mean.

Appointment icon explanations

The following icons are used to indicate the patient's status.

Icon	Description	Explanation
🖉 Barr, Lydia Std Cons 🔀	Green tick (left)	Patient has been attended to the Waiting Room.
Std Cons 🗙	Red folder + cross	The patient's IHI is unavailable.
Simkins, Talia Onlin	Green folder + tick	The patient's IHI is available.
Simkins, Talia Onlin	Cloud icon	The patient made the appointment via Online Appointments.
Asmith, Dave Online	Cloud icon with +	A patient's first Online Appointment needs reconciling.
C82 Smith, Henry Std Co	Credit card	Credit card provided.
C82 Smith, Henry Std CC 🗙	File folder	File pulled & patient not attended. Replaced by a green tick when attended.
🔄 62 Black, Emma (18:00 💟	Phone icon	Patient replied YES (green tick) to reminder SMS. Replaced when attended.
S Best, Gertie	Yellow dollar	An invoice has been raised. Replaces the attended tick.
S Black, Emma	Green dollar	An invoice has been receipted. Replaces the attended tick.
(S) Alston, Mia	Grey dollar	An invoice has been voided. Replaces the attended tick.

Viewing options

The Appointments Display Options screen is used to change how appointments are displayed.

To change the display options:

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

The Appointments Display Grid screen will open.

3. Select View > Options.

The Appointments Display Options screen will open.

Appoint Appointment	ntments Display Ient Search	Grid - Auto-refresh every 1 r	ninutes om Patient Bil	Encounters Ref Drs	Close Extra Surgical Pr	ocedures			
Q Search) Next Avail.	Legend Options	anch 1 🔹 <a< th=""><th>Il Doctors> •</th><th></th><th>_{ce} Monday</th><th>26/08/2024 •</th><th>🗇 🛱 Day Week</th><th>iii Month</th></a<>	Il Doctors> •		_{ce} Monday	26/08/2024 •	🗇 🛱 Day Week	iii Month
9 ^{AM}	Davis, Phillip 0 15 30 45 0 15 30 45 0 15 30 45 5 30 45 5 30 45 5 30 45 5 5 5 5 5 5 5 5 5 5 5 5 5	1 Column 2 Columns 3 Columns 4 Columns 5 Columns 6 Columns 7 Columns Setup > 20 Print 5, agric Stanuaru Const	Howell, Grenvi Appointment General Doctors Resources	Ie s Display Options for Tes Wumber of columns to Show minutes Show unscheduled Show icons for attee Show EHealth icon Show ePayment icon Show SMS Respons Show Online Appol	Hatcher, Danni t Branch 1 Show am/pm doctors and resources nded, file pulled and billed t e icon ntment icon		HEDRICK, WARRE	N	×
10 ^{AM}	30 128 Bo 45 128 Bo 0 15 46 Clap 30 45 0	well, JIM Long Consultati well, JIM Long Consultati		Show current time in Remember last locat Display multiple boo Show patient file nu Show clinic view wh Use Next Available A APPT. Search period: Auto-refresh frequency Show Preferred Nam	ndicator ion of appointment screen okings on separate lines imbers en opened ppointment Function 120 days from today (Minutes): 1 e instead of Given Name				
12™	15 30 45		45	Show Pronouns afte	er name		45 Clos	e Cance	:

General tab

• Number of Columns to Display

This controls how many doctors' and resource columns will be shown in the Branch View. More doctors can be working on one day than the number of columns set, but the extra doctors will need to be seen using the scroll bar at the bottom of the display window. Up to 20 doctors' columns can be shown in the Branch view.

• Show Minutes

This turns on/off the "minutes" that show between each doctors column. If all your doctors work on the same time slot (say 10 minutes), then you can have more space for each column by turning off the display.

• Show AM / PM

Change the time view on the left-hand column from 24-hour time to 12-hour time, e.g. 2:00 pm instead of 14:00.

Show Unscheduled Doctors and Resources

If a doctor is not working on a particular day it is debatable whether to show a column for them. In a manual diary, a column would appear with a line through it. If you have, say, 7-8 doctors that work at the practice, but only 4-5 on any one day, suppressing the blank columns (non-working days) will improve the appearance of the Branch Display and the width of each doctor's column.

• Show Icons for attended and file pulled

When a patient has been marked as attended, either the colour of their time slot can be changed (often to a green colour), or else a "tick" icon can be placed against the slot. Similarly, a "file pulled" icon can be shown.

• Show Multiple Bookings on Separate Lines

Multiple bookings on a one-time slot can either be shown concatenated on one line across the page or starting on separate lines.

• Show Patient File Numbers

Practices that use numeric filing systems generally like to be able to see file numbers on the screen to help with pulling files, whereas those that file alphabetically do not.

Show Clinic View when Opened

The normal view for a multi-doctor practice may be the Branch Surgery view with several columns, one for

each doctor. However, in their consulting rooms, doctors may just want to see their own bookings for a day or a week at a time. De-activating this option re-displays the Appointments screen, on opening it, how it was last seen – in other words, it memorises the settings that applied before. This means that a doctor will only get their own patients, but a receptionist will be returned to the Branch, multi-doctor view, if that was what they were in last time they left the appointment screen.

Use Next Available Appointment Function

Once this option is flagged, also set the default search period underneath. Now, you are ready to search for the next available appointment slot by clicking on Search, Next Available time, selecting the appropriate criteria, e.g., doctor, morning or afternoon, appointment type, etc. Search.

Show Preferred Name instead of given name & Show Pronouns after name.

These options are available in Zedmed v37 and later.



Doctors tab

• Doctor Groups

It is sometimes convenient to see a subset of the working doctors on a day, e.g., just lady doctors or those with O&G qualifications. You can create and name a doctor group and then add doctors to it. One doctor can belong to several different doctor groups.

• Doctor and Resource Display Sequences

Controls in what order doctors appear in the Branch View. It is usually best to have the senior or full-time doctors on the left side (top of the list) and the part-timers and locums towards the right side of the screen (bottom of the list). Doctors will always be displayed before Resources (from left to right on the screen).

Custom colours

You can set the colours for unavailable slots and unscheduled times in the Appointment Book.

To change a default colour:

- 1. In the Appointment Book, select View > Legend.
- 2. Select the colour to change next to the Legend.
- 3. Select a new colour from the Set Colours dialog then select OK.

			~		
8 ^{AM}	0		0		
	15		15		
	30 Unavailable (08:30 - 08:45)		30		
	45		45		
QAM	0		0		
5	15 41 Holloway, Knut Standard Co Se	t Colours		onsult (09:15 - 09:25)	X
	30 48 Banks, Jayne New Patient (09	There colours are used when there is one l	booking in a clot, if that booking do	e	
	45 48 Banks, Jayne New Patient (09	not have a type.	booking in a slot, in that booking do	nsultation (09:45 - 10:05)	X
10 ^{AM}	0 48 Banks, Jayne Standard Cons			nsultation (09:45 - 10:05)	x
10	15				×
	30 6 Blair, Angelina Standard Cons			onsult (10:30 - 10:40)	×
	45 33 Bowles, Desiree (10:45 - 11:0	Set Text Colour	Sample lext		
11 AM	0	Set Background Colour			
	15				
	30		Cancel OK		
	45		45		
Legend	Mult. Booking No Type Attended	File Pulled Not Scheduled	Other Clinic Saturday	Sunday	