# BASIC APPOINTMENT FEATURES

MAKING APPOINTMENTS
- Open the appointment book screen
- Select the doctor, date and time for the appointment
- If a regular patient type a few letters of their name and select from the list
- Confirm address and date of birth if necessary
- If a new patient type in name and phone number in the appointment slot
- For a longer appointment highlight the full time slot required and enter details
- To change a single appointment to a double appointment make the appointment again in the next timeslot.
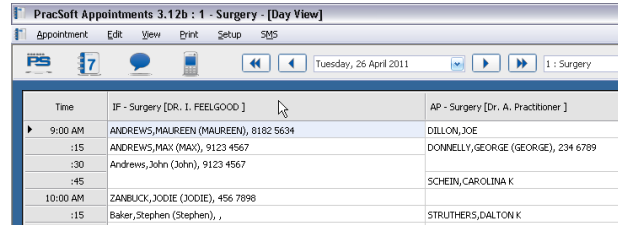
RECURRING APPOINTMENTS
- Highlight a patient's **existing appointment**
- Select **appointment → add recurring appointment**
- **Add details** of doctors, dates and frequency of appointment
- Click **process** and **print** a list of appointments for the patient
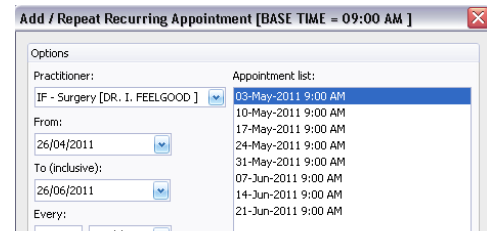
SEARCH / FIND APPOINTMENTS
- Select **appointment → find appointment** (or **F2**)
- Enter relevant dates and patient name
- Click **search**
- Highlight and amend / delete / print appointment if required
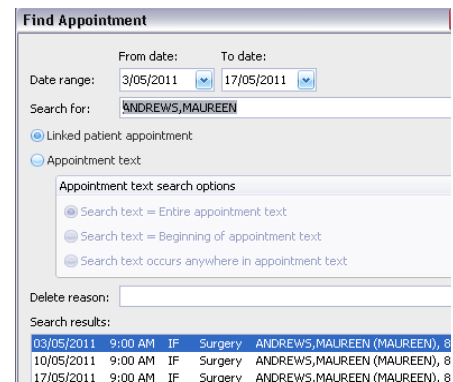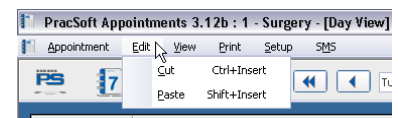

DELETE APPOINTMENT
- Select the **appointment**
- **Right click** and select **single delete** (or press **delete button**)
  (NB: **delete** or press **shift+delete** if deleting a long appointment)
- **Enter reason** for cancelling appointment and **yes** to confirm.

CHANGE APPOINTMENT TIME
- Select the appointment
- click **edit →cut**
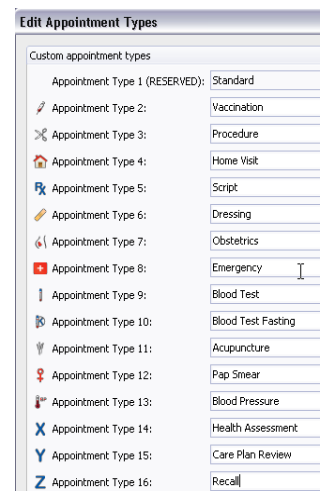- click on the **new appointment time**
- click **edit →paste**

PRINT APPOINTMENTS
- Select **main menu → print**
- **Select options** for doctor, patient, date etc
- **Print** list

APPOINTMENT TYPES
- Select the **appointment**
- **Right click** and select **appointment type**
- Allocate appointment type

MOVING PATIENTS AROUND THE PRACTICE
- **Ctrl+ W** or **main menu →waiting** shows patient in the waiting room (blue)
- **Ctrl + I** or **main menu →in consult** opens patient in MD (red writing)