

## 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.

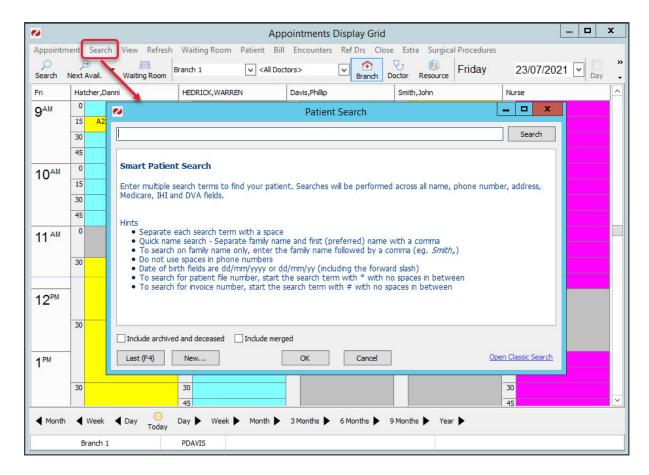
## To find an appointment:

- 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.

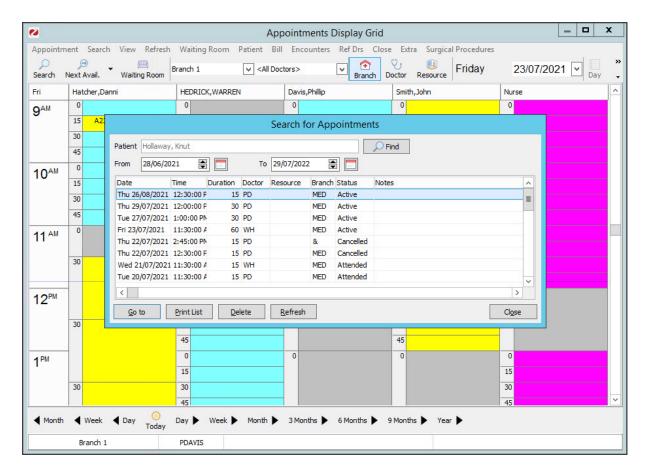
You can perform the following actions:

- 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**

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.
Barr, Lydia 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.
△ Smith, 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.
2 62 Black, Emma (18:00 V	Phone icon	Patient replied YES (green tick) to reminder SMS. Replaced when attended.
§ 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.

