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.

Considerations:

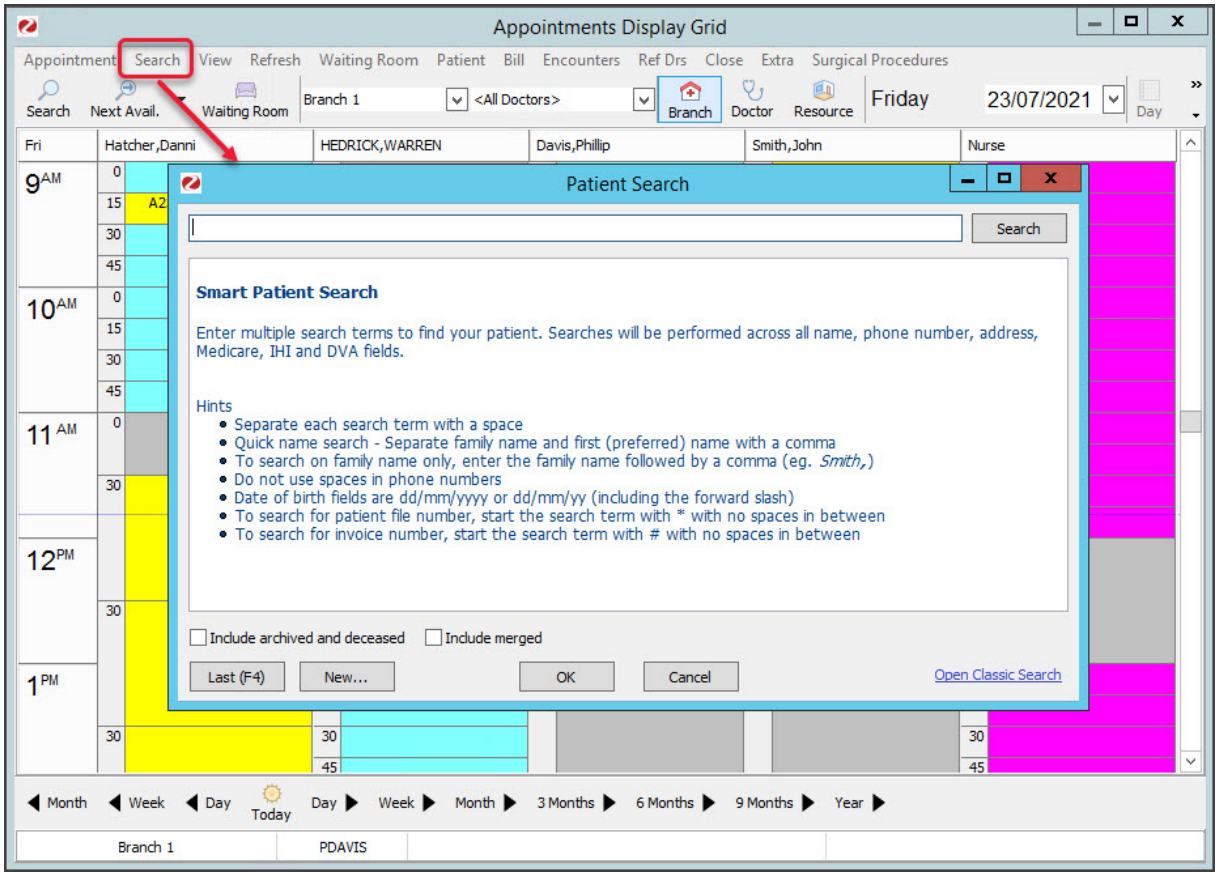
- The Appointment Book of the branch you logged into (the default branch) will be searched.
- The change branch, press **F3** and choose from the **Select Branch** screen.
- You can't search for a non-patient booking as the person has not been registered.
- You cannot search for Online Appointments bookings 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 and looks back a month (in case an appointment was missed) and forward a year.

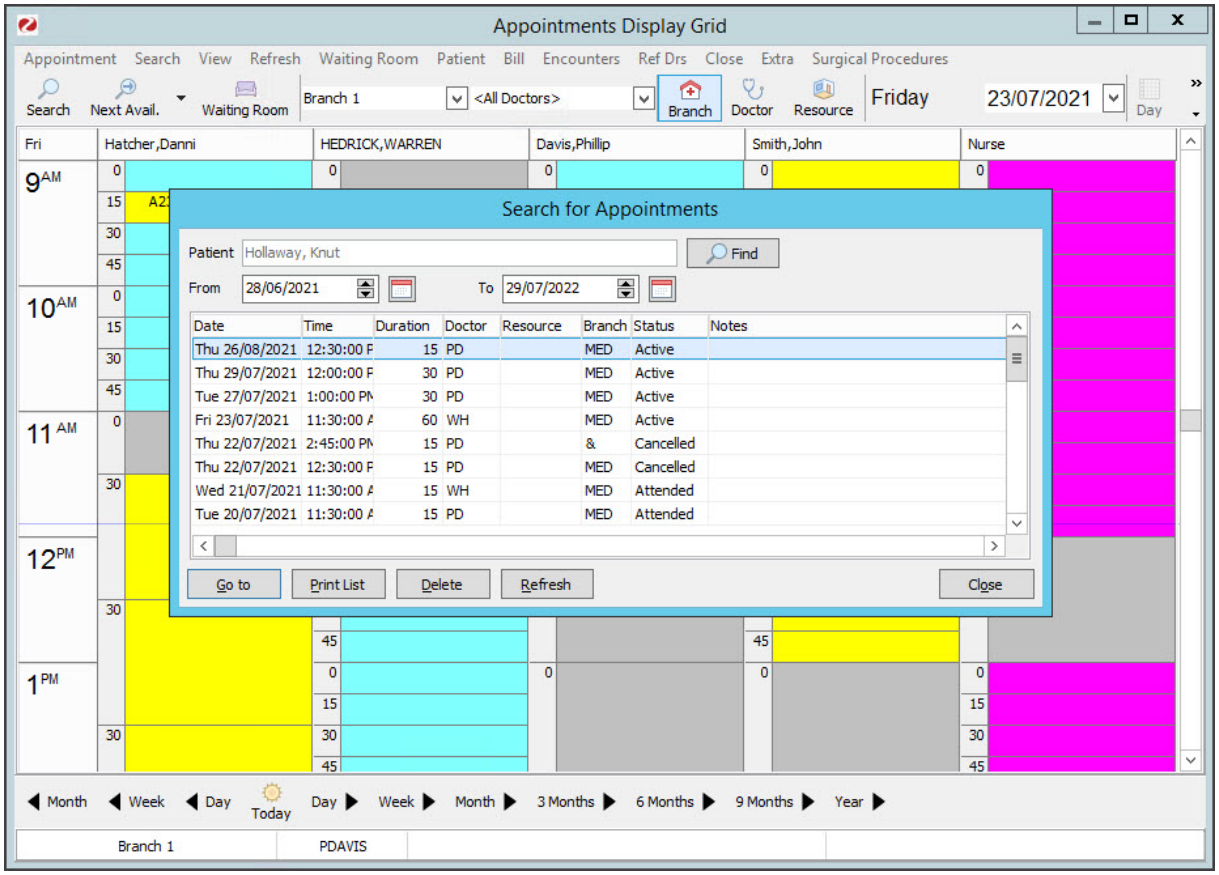
You can perform the following actions:

- **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 canceled, not deleted. Deleted appointments are not included in the canceled 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.**


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 Friday 23/07/2021 Day
Fri Hatcher,Danni HEDRICK,WARREN Davis,Phillip Smith,John Nurse
9 AM 10 AM 11 AM 12 PM 1 PM
Search for Appointments
Patient Hollaway, Knut Find
From 28/06/2021 To 29/07/2022
Date Time Duration Doctor Resource Branch Status Notes
Thu 26/08/2021 12:30:00 P 15 PD MED Active
Thu 29/07/2021 12:00:00 P 30 PD MED Active
Tue 27/07/2021 1:00:00 PM 30 PD MED Active
Fri 23/07/2021 11:30:00 A 60 WH MED Active
Thu 22/07/2021 2:45:00 PM 15 PD & Cancelled
Thu 22/07/2021 12:30:00 P 15 PD MED Cancelled
Wed 21/07/2021 11:30:00 A 15 WH MED Attended
Tue 20/07/2021 11:30:00 A 15 PD MED Attended
Go to Print List Delete Refresh Close
Month Week Day Today Day Week Month 3 Months 6 Months 9 Months Year
Branch 1 PDAVIS