

Appointment time slot options

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Right-clicking an appointment or free segment in the **Appointments Display Grid** provides a list of actions you can take.

- **Add (Patient)** - Opens the patient search to locate and book an appointment.
- **Add (Non-patient)** - Opens Appointment Details to book a time without including a patient.
- **Add (From Cancellation Waiting List)** - Allows you to choose a patient from the waiting list to book their appointment.
- **Find Appointments** - Opens that patient's Appointment History.
- **Details** - Look at and change the details of all appointments in a time slot.
- **Edit** - Change the booking details.
- **Delete** - Remove the booking completely (without a trace).
- **Request Payment Card** - Visible if **Payment Gateway** is enabled, sends an SMS requesting payment card information.
- **Send Telehealth Link** - Visible if **Telehealth** is enabled, sends an SMS with a link to join the telehealth session.
- **Pull File** - Changes the time slot colour to indicate 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.
- **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.
- **Patient Details** - opens the **Patient's Record** in Office.
- **Clinical details** -opens the patient's **Clinical Record** in Clinical.
- **Bill** - Opens the **New Invoice** screen for an Attended patient.
- **HI Service check** - confirms the patient's IHI number or displays a message if the check fails (Zedmed v38.8).
- **Patient Verification** - checks the patient's Medicare claim eligibility (Zedmed v38.8).
- **Confirm Appointment** - Manually confirms that the patient has verified they will be attending.
- **SMS Patient** - Opens the Patient Record on the Messages tab so an SMS can be sent to them.
- **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 require a 30-minute consultation for new patients. Booking rules can be reviewed from within the Appointment Details form.
- **Next Available time** - Opens a search dialogue to locate the patient's next appointment.

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15	42 Barber, Lisa Long Consultation (10:15 - 10:35) ✓	15	
30	Add (Patient)		
45	Add (Non-Patient)		
0	Add (From Cancellation Waiting List) Ctrl+W		
15	Find Appointments		
30	Details		
45	Edit		
0	Delete		
15	Request Payment Card		
30	Send Telehealth Link		
45	Pull File Shift+F7		
0	Attend F7		
15	Cancel		
30	Patient Details		
45	Clinical Details		
0	Bill		
15	HI Service Check Shift+F1		
30	Patient Verification Shift+F2		
45	Confirm Appointment Shift+F3		
0	SMS Patient		
15	Cut Ctrl+X		
30	Copy Ctrl+C		
45	Paste Ctrl+V		
0	Unavailable F8		
15	Extend schedule		
30	Booking Rules F9		
45	Next Available Time		