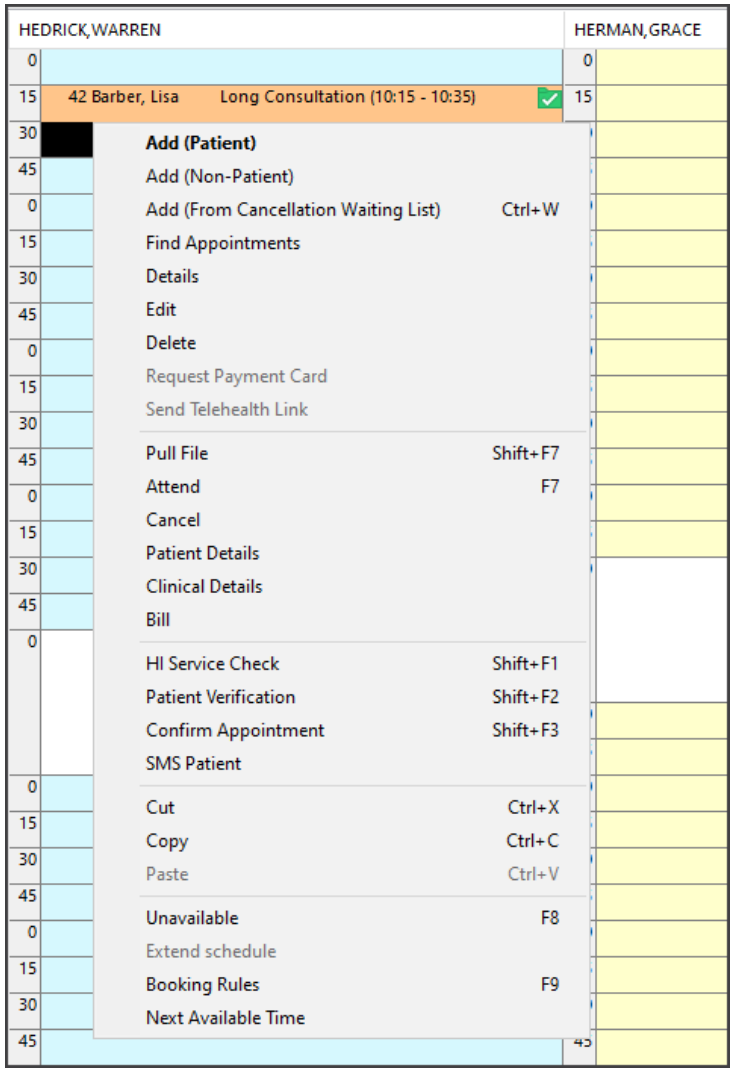
Appointment time slot options

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

Note: Some of these options require Zedmed Add-ons and Zedmed's current release.

- **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 Detail**s - opens the Patient's Record in Office.
- **Account Enquiry** - opens the patient's Account Enquiry screen.
- **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.


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