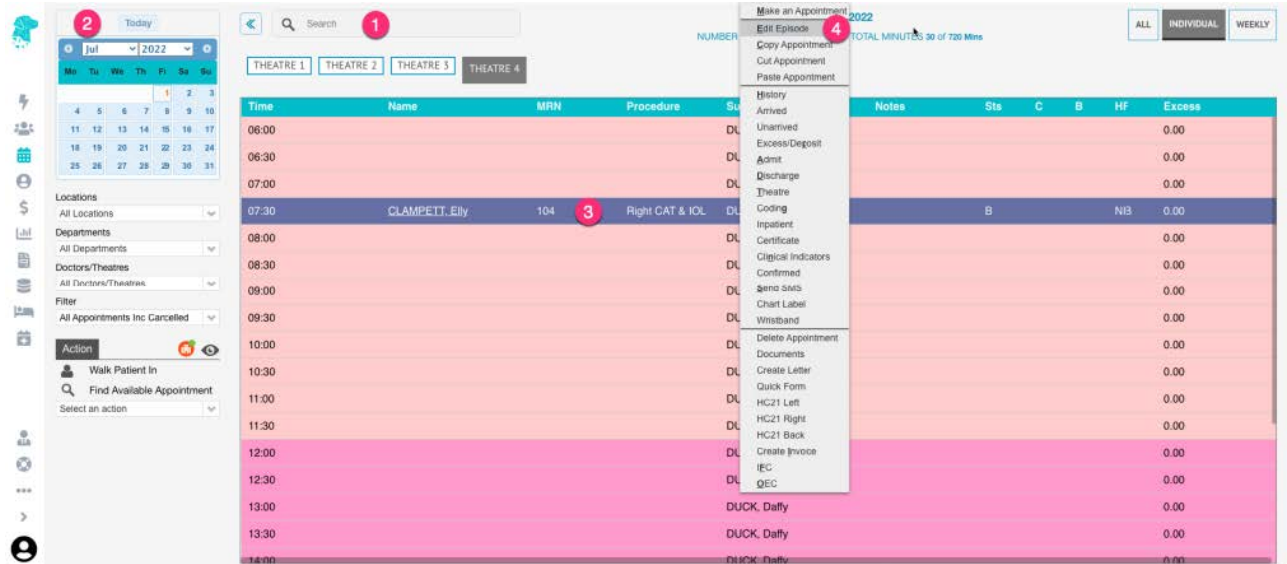


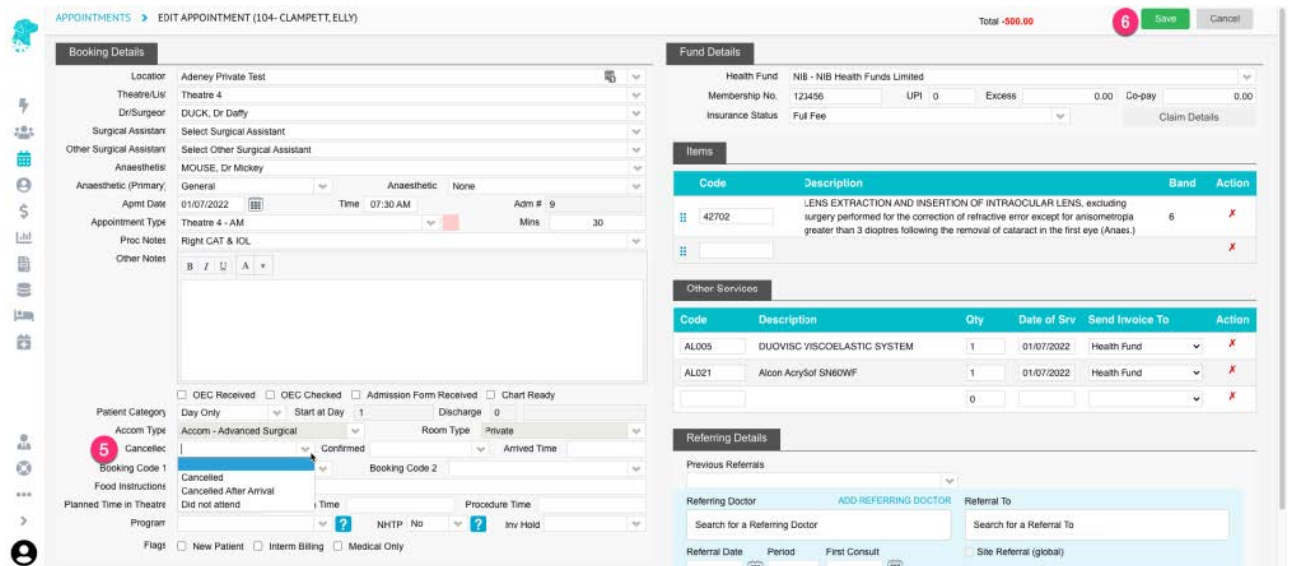
Cancel a Hospital Booking

If a patient cancels their appointment

1. Search for the patient **OR**
2. Navigate to the date & theatre that the patient is booked for
3. Select the patient & right click to open menu
4. Select **Edit Episode**



5. Use the **Cancelled** drop down to select a reason for cancellation (*N.B these cancelled reasons are fully customisable & can be added or edited in **Setting** under the **Cancelled Reasons** option to assist facilities obtain the cancellation data that they require*)
6. Click **Save**



7. The patient will now be displayed with a strikethrough & the appointment time will be available to book another patient
8. To view your screen without the cancelled patients, use the **Filter Dropdown** and select **All Appointments Exc Cancelled**

Today

Friday, 1 July 2022

NUMBER OF APPOINTMENTS 1 | TOTAL MINUTES 30 of 750 Mins

ALL INDIVIDUAL WEEKLY

THEATRE 1 THEATRE 2 THEATRE 3 THEATRE 4

Time	Name	MRN	Procedure	Surgeon	Notes	Sits	C	B	HF	Excess
06:00				DUCK, Dafy						0.00
06:30				DUCK, Dafy						0.00
07:00				DUCK, Dafy						0.00
07:30				DUCK, Dafy						0.00
07:30	7 GLAMBETT, Ely	104	Right CAT & IOL	DUCK, Dafy		8			NIS	0.00
08:00				DUCK, Dafy						0.00
08:30				DUCK, Dafy						0.00
09:00				DUCK, Dafy						0.00
09:30				DUCK, Dafy						0.00
10:00				DUCK, Dafy						0.00
10:30				DUCK, Dafy						0.00
11:00				DUCK, Dafy						0.00
11:30				DUCK, Dafy						0.00
12:00				DUCK, Dafy						0.00
12:30				DUCK, Dafy						0.00
13:00				DUCK, Dafy						0.00
13:30				DUCK, Dafy						0.00

9. To view the cancelled patients ensure you select **All Appointments Inc Cancelled** from the **Filter Dropdown**
10. To reinstate an appointment, follow the above steps **1 > 4** and **remove** the cancellation reason from the episode before clicking **Save**