## **Delete a Hospital Booking**

## If an appointment is required to be removed from the system

- 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 Delete Appointment

8	2 Today 0 Jul v 2022 v 0 Mo Tu We Th Fr Se Su	Q Search THEATRE 1 THEATRE 2	THEATRE 3 THEATRE	4	NUM	BER	Make an Appointment Edit Episode Gopy Appointment Cut Appointment Paste Appointment	2022 TOTAL MINUTES 30 of 720	0 Mins		A	ILIIINDIVIDUAL	WEEKLY
4	4 5 6 7 8 9 10	Time	Name	MRN	Procedure	Su	History Arrived	Notes	Sts	C B	HF	Excess	
101	11 12 13 14 15 10 17	06:00				DL	Unamived					0.00	
曲	18 19 20 21 22 23 24	06:30				DL	Excess/Degosit Admit					0.00	
Θ	15 26 27 28 29 30 41	07:00				DL	Discharge					0.00	
Ś	All Locations	07:30	CLAMPETT Elly	104 3	Right CAT & IOL	DL	Coding		в		NIB	0.00	
[Jul	Departments	08:00				DL	Inpatient Certificate					0.00	
間	All Departments	08:30				DL	Clinical Indicators					0.00	
=	All Doctors/Theates						Contrined						
-	Filter	09:00				DU	Chart Labei					0.00	
12,886	All Appointments nc Cancelled	09:30				DL	Wristband					0.00	
8	Action 🚺 💿	10:00				DL	Delete Appointment Documents	4				0.00	
	A Walk Patient In	10:30				DL	Create Letter					0.00	
	G Find Available Appointment     Select an action	11:00				DL	Quick Form HC21 Left					0.00	
		11:30				DL	HC21 Right					0.00	
61A		12:00				DL	Create Invoice					0.00	
		12:30				DL	QEC					0.00	
>		13:00				DUC	K, Daffy					0.00	
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- 5. You will be prompted to **confirm** that you are sure you want to delete the appointment
- 6. Click Yes
- 7. This action is permanent & is not advised if you are required to collate data on cancelled bookings. If statistical information on the cancellation is required then please see instructions on how to **Cancel a Booking** at <a href="https://wiki.fydo.cloud/cancel-a-booking/">https://wiki.fydo.cloud/cancel-a-booking/</a>