

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**

The screenshot shows a hospital booking system interface. On the left, there is a calendar for July 2022 with a red circle '2' over the date 1. Below the calendar are filters for Locations, Departments, Doctors/Theatres, and a Filter dropdown set to 'All Appointments: nc Cancelled'. An 'Action' menu is also visible. At the top, there is a search bar with a red circle '1' and tabs for THEATRE 1, THEATRE 2, THEATRE 3, and THEATRE 4. The main area displays a table of appointments with columns: Time, Name, MRN, Procedure, Status, Notes, Sts, C, B, HF, Excess. A specific appointment is highlighted in blue: 07:30, CLAMPETT, Eily, 104, Right CAT & IOL, DU. A red circle '3' is over the MRN. A context menu is open over this appointment, listing various actions. The 'Delete Appointment' option is highlighted with a red circle '4'. Other options include 'Make an Appointment', 'Edit Episode', 'Copy Appointment', 'Cut Appointment', 'Paste Appointment', 'History', 'Arrived', 'Unattended', 'Excess/Deposit', 'Admit', 'Discharge', 'Theatre', 'Coding', 'Inpatient', 'Certificate', 'Clinical Indicators', 'Confirmed', 'Send SMS', 'Chart Label', 'Wristband', 'Delete Appointment', 'Document', 'Create Letter', 'Quick Form', 'HC21 Left', 'HC21 Right', 'HC21 Back', 'Create Invoice', 'IEC', and 'gEC'. The bottom of the table shows appointments for 'DUCK, Daffy' at 13:30 and 14:00.

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 <https://wiki.fydo.cloud/cancel-a-booking/>