

Make Recurring Hospital Appointment

Users can now utilise the **Make Recurring** feature to add multiple bookings for the same patient on a **daily, weekly, monthly** or **yearly** basis. Appointments can even be made on certain days of the week e.g. Mondays, Wednesdays and Fridays. This feature is particularly beneficial for rehab and mental health facilities, where daily admissions are common for specific programs.

Utilising this feature results in all the appointments being linked, which enables facilities to link program codes to all episodes, allowing FYDO to determine which days to apply step-downs.

1. Using the Right-Click menu, select Make Appointment.
2. Once you have selected your patient, and within the Edit Apt screen, click on Make Recurring.

The screenshot shows the 'Make Appointment' interface. On the left, there is a patient profile for 'PEEP, Bo' with details: MRN 129, File No -, DOB 30/07/2015 (10), Sex Female, Mobile 0400 494 029, Medicare 4292-45116-6, and Veterans -. Below this are sections for Allergies and Alerts, with an alert for 'BLACKLIST - Not allowed back into the facility'. The main 'Booking Details' section includes: Location (Shaes Private Hospital), Theatre/List (Theatre 2), Roster (06:00), Dr/Surgeon (BLACK, Jack), Surgical Assistant, Other Surgical Assistant, Anaesthetist, Anaesthetic (Primary) (General), Appointment Date (05/05/2026), Time (07:15 A), Adm #, Appointment Type (Standard 15), and Procedure Notes. A red arrow points to the 'Make Recurring' button next to the 'Standard 15' appointment type.

3. Recurring Appointments can be configured using flexible Daily, Weekly, Monthly, or Yearly schedules, allowing appointments to repeat at customised intervals (e.g. every 2 days, every 3 weeks, the 1st Monday of each month, or annually on a specific date).
4. Once you have made your selections, press Save.

Daily Recurring Appointment Example

Recurring Appointment



Repeats

Repeat Every Days

Start

End After occurrences

On

5. Appointments in a recurring series also include additional options for **Edit Appointments** or **Delete Appointments**, which are:
- This Appointment
 - This and all following Appointments
 - All Appointments in this series.

The screenshot shows a medical appointment interface. At the top, there are tabs for 'ADMISSIONS', 'DAY PROGRAM', and 'THEATRE'. Below these is a table of appointments with columns for 'Time', 'Name', and 'Status'. A red arrow points to the 'Edit Appointments' option in a dropdown menu. The dropdown menu is open, showing several options. A red box highlights three options: 'This Appointment', 'This and all following Appointments', and 'All Appointments in this series'. The appointment table shows a patient named 'FLINSTONE, Frederick' at 07:30 with a red asterisk, and other patients like 'AURELIUS, Marcus' and 'JACKSON, Prince'.

Time	Name	Status
06:00		
06:15		
06:30		
06:45		
07:00		
07:15		
07:30	FLINSTONE, Frederick	*
07:45	AURELIUS, Marcus	
08:00	JACKSON, Prince	
08:15	PEEP, Bo	
08:30		

Appointments 4 Patients | 60 of 60 minutes Search for patient Tuesday, 05 May 2026 Individual

ADMISSIONS DAY PROGRAM THEATRE 1 **THEATRE 2** THEATRE 3

Time	Name	MRN	Procedure	Surgeon	Notes	Sts	C	B	HF	ODP
06:00				BLACK, Jack						
06:15				BLACK, Jack						
06:30				BLACK, Jack						
06:45				BLACK, Jack						
07:00				BLACK, Jack						
07:15				BLACK, Jack						
07:30	FLYSTONE, Fredrick	167				D		B	BP	
07:45	ALPHEUS, Marisa	194				D	C	B	BP	
08:00	JACKSON, Elise	171				B			HCP	
08:15								
08:30										
08:45				BLACK, Jack						

Edit Appointment X

Do you want to change this recurring appointment?

This & All Following **This One Only** **All Appointments**