

Move a Patient Appointment Time (Hospital)

If a patients admission time changes, there are numerous ways to amend. Any one of the below options will work (you do not have to do ALL of these options in order)

1. Select the patient, **click, hold & drag** their booking to the new admission time
2. **Right-Click** and select **Edit Appointment**.
Type the new appointment time in the **Time** field & click **Save**
3. **Right-Click** and hover over **Copy/Cut/Paste/Delete**
Select **Cut Appointment**
Click on the new appointment time, **Right-Click** and hover over **Copy/Cut/Paste/Delete**
Select **Paste Appointment**
Once the Edit Appointment screen appears, select **Save**.
4. To copy a booking select the appropriate booking
Right-Click and hover over **Copy/Cut/Paste/Delete**
Select **Copy Appointment**
Select the desired appointment date & time for the duplicate
Right-Click and again hover over **Copy/Cut/Paste/Delete**
Select **Paste Appointment**.

The screenshot displays a hospital appointment management system. On the left, a sidebar contains icons for various functions. The main area is titled 'Appointments' and shows a list of appointments with columns for 'Time', 'Name', and 'Procedure'. A right-click context menu is open over the appointment for 'BLACK' at 09:30. The menu includes options like 'Make an Appointment', 'Edit Appointment' (marked with a red '2'), 'Copy / Cut / Paste / Delete' (marked with a red '3'), and 'Delete Appointment' (marked with a red '4'). The background shows a calendar view for Tuesday, 21 Oct 2025, with a table of appointments for Theatre 2 and Theatre 3.

Time	Name	Procedure	Surgeon
08:00			
08:15			
08:30			
08:45			
09:00			
09:15			
09:30	BLACK	Colonoscopy & Gastroscopy	CONNORS, Curtis
10:10			
10:15			
10:30			
10:45			
11:00			
11:15			