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.

