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 Episode**. Type the new appointment time in the **Time** field & click **Save**
- 3. **Right-Click** and select **Cut Appointment**. Click on the new appointment time, **Right-Click** and select **Paste Appointment**
- 4. To copy a booking select the appropriate booking, **Right-Click** and select **Copy Appointment**. Select the desired appointment date & time for the duplicate, **Right-Click** and select **Paste Appointment**

8	Teday	C Q Search	Make an Appointment	Tuesday, 31 May 2022 ER OF APPOINTMENTS 1 I TOTAL MINUTES 30 of 720 Mins				ALL INDIVIDUAL WEEKLY
	Mo To We Th Fr Sa Su	THEATRE 1 THEATRE 2 THEATRE 3 THEATRE 4	Cut Appointment	d Appointment				
4	2 3 4 3 6 7 8	Time Name MRN	Arrived	Surgeon Notes	Ste	C E	3 HF	Excess
181	0 10 11 12 13 14 15	06:00	Unarrived	DUCK, Daffy				0.00
曲	16 17 18 19 20 21 22 23 24 25 26 27 28 29	06:30	Admit	DUCK, Daffy				0.00
Θ	38 31	07:00 S CLAMPETT. Elly 104	Discharge Theatre	DUCK, Daffy	в	t	D NIE	0.00
\$	Locations	07:30	Goding	DUCK, Daffy				0.00
ht.]	All Locations 🔍	08:00	Certificate	DUCK, Datty				0.00
間	All Departments	08:30	Cligical Indicators Confirmed	DUCK, Daffy				0.00
8	Doctors/Theatres		Rend SLIS	DUDIT D. H				