

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**

