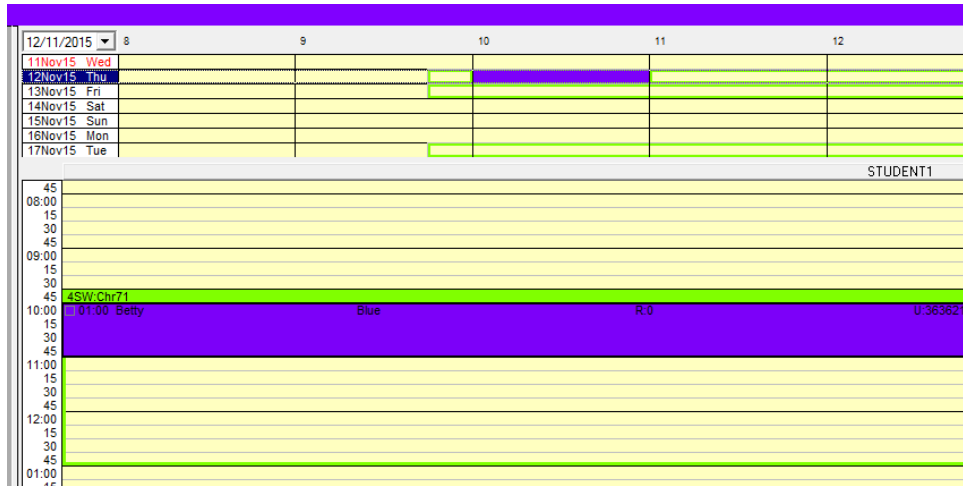


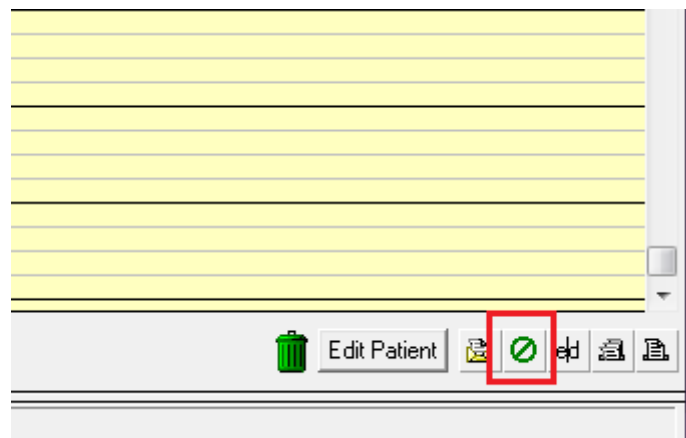
Reschedule an appointment

If a patient lets you know that they cannot make a particular appointment, and wants to make a new appointment for a later date.

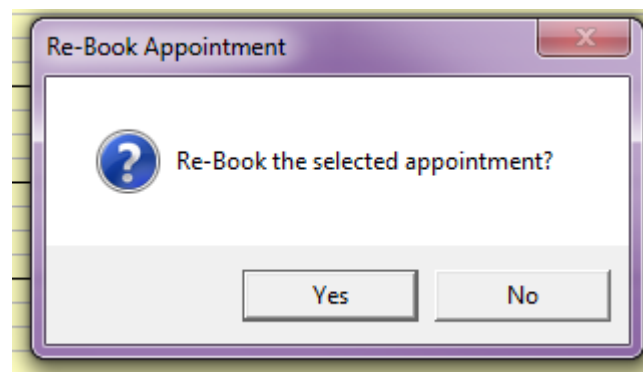
1. Click once on the appointment in the View Day area of your Appointment Book



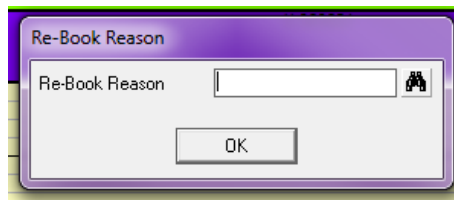
2. Click button green Re-Book button from the bottom right corner of the window.



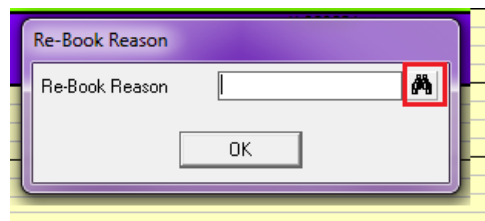
3. A window similar to the one shown below will open



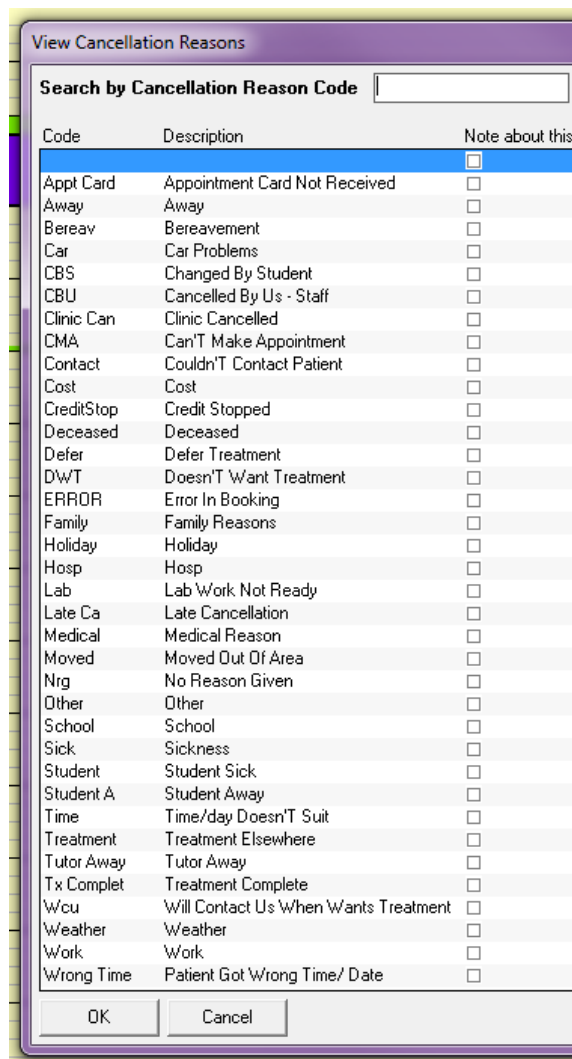
- Click the 'Yes' button and the next window will appear



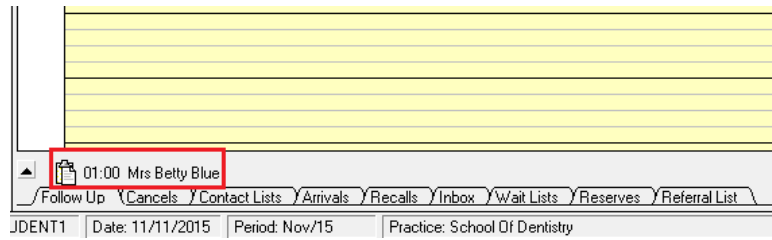
- You can now either type in a Re-Book Reason code – or if you don't know any, you can click the binoculars to bring up the list



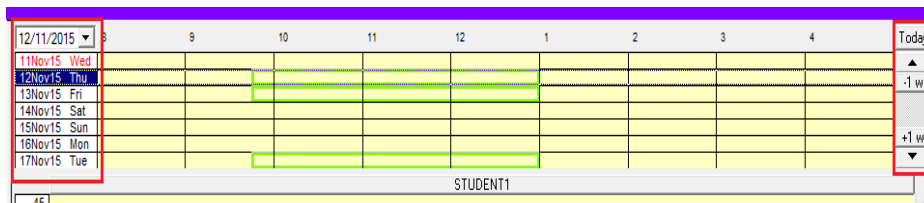
- Select a 'Re-Book' cancellation reason from the list by selecting and clicking OK, or by double-clicking the reason



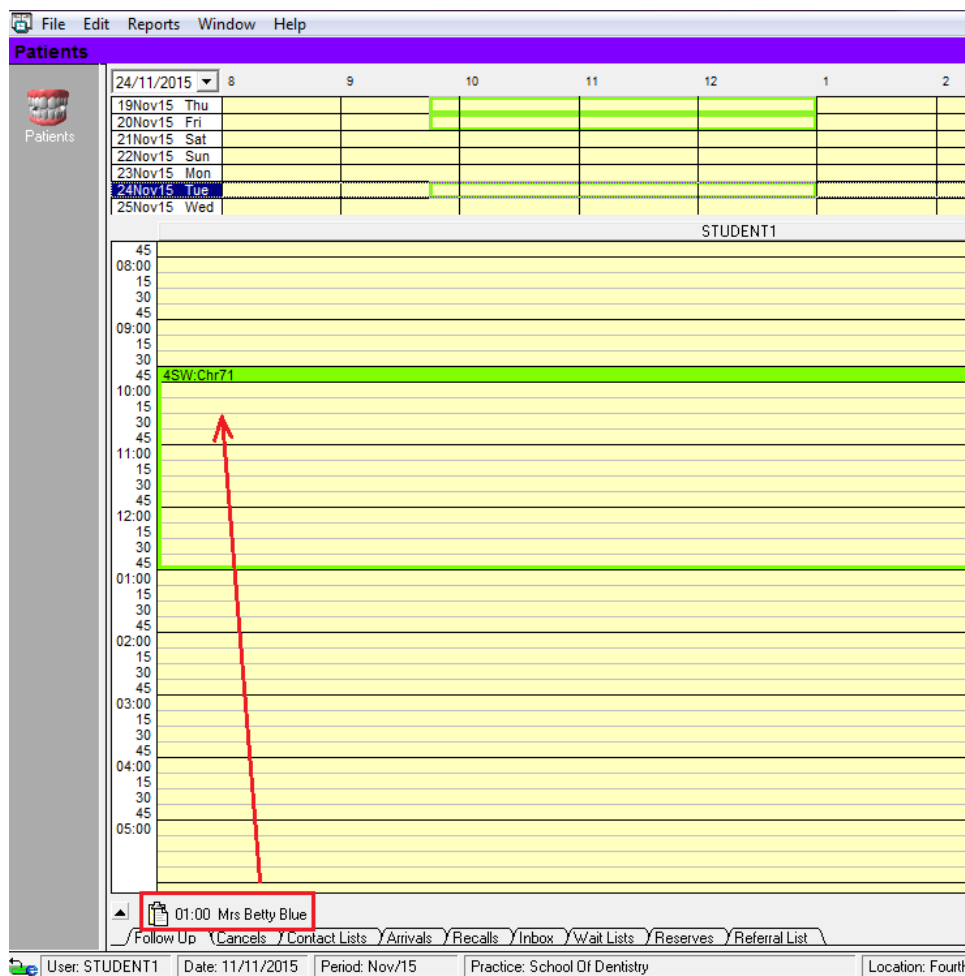
- The appointment will be removed from the appointment book view day area to the clipboard.



- Select an alternative date in your appointment book by using the View Week area



- Drag the appointment from the clipboard to the selected time



10. The appointment will now show in your appointment book on the new date and at the new time you have chosen.

24/11/2015	8	9	10	11	12	1
19Nov15 Thu						
20Nov15 Fri						
21Nov15 Sat						
22Nov15 Sun						
23Nov15 Mon						
24Nov15 Tue						
25Nov15 Wed						

STUDENT1	
45	
08:00	
15	
30	
45	
09:00	
15	
30	
45	
10:00	4SW:Chr71
15	01:00 Betty Blue R.0 U:363621
30	
45	
11:00	
15	
30	
45	
12:00	
15	
30	
45	
01:00	
15	
30	
45	

DO NOT FORGET TO MOVE THE PATIENT TO A NEW APPOINTMENT TIME BEFORE EXITING TITANIUM

NOTE:

If your patient is wanting to cancel an appointment without re-booking a new time, you **must see a receptionist** to have the appointment cancelled.

If you have made a mistake with an appointment you cannot delete it. You need to follow one of these options:

- If the appointment is at the wrong time/on the wrong date - use the re-book function to move the appointment to the correct time/date and use the "CBS - Changed by Student" re-book code
- Or see a receptionist to have the appointment deleted or edited.