


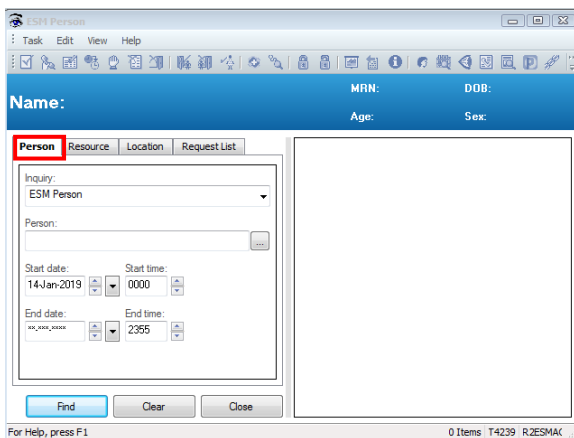



Cancel an Appointment

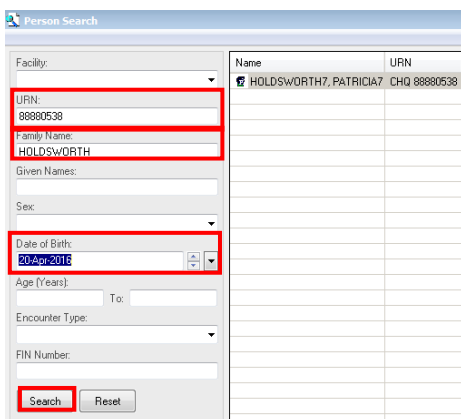
Quick reference guide

Canceling an appointment from the Appointment Inquiry Window

1. Select the **Appointment Inquiry** button  from the toolbar.
2. The **Appointment Inquiry** screen will open
3. If not already, change to the person tab in the **Appointment Inquiry** Window

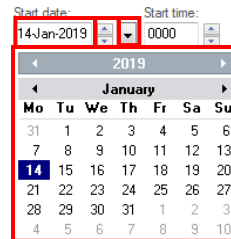


4. Click on the **Ellipses**  next to the **Person:** field and enter demographic details of the patient. As all facilities that use ieMR use the same URN's for different patients, it is preferable to enter multiple points of ID to find the correct patient. Click **Search**.



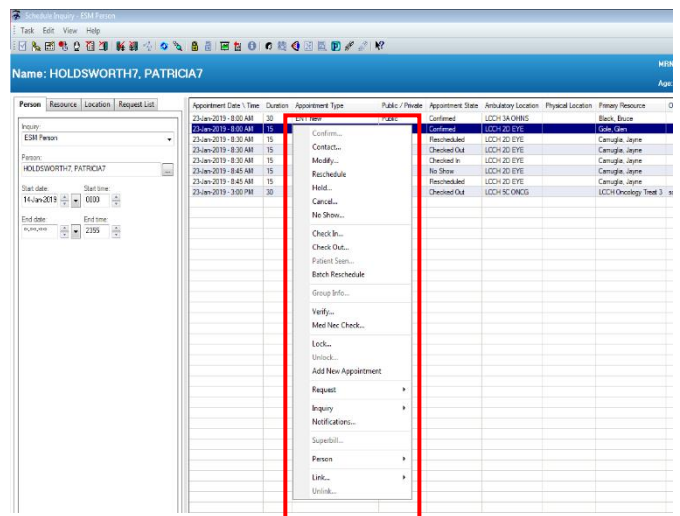
5. Once you have found the correct patient select **OK**.

6. Select the appropriate start date for the search either by typing in the date in the format DD-MM-YYYY; using the arrows or using the chevron (downward arrow) and choose a date in the calendar.

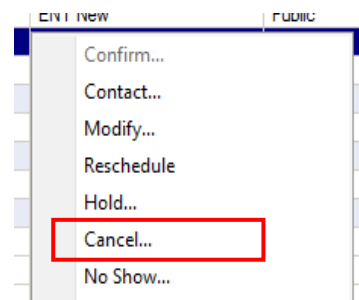


The End date on the search can be left open

7. Click **Find** – a list of the patient's appointments will appear
8. Identify the appointment that needs to be cancelled from the list
9. Right click on the appointment and a drop-down menu will appear

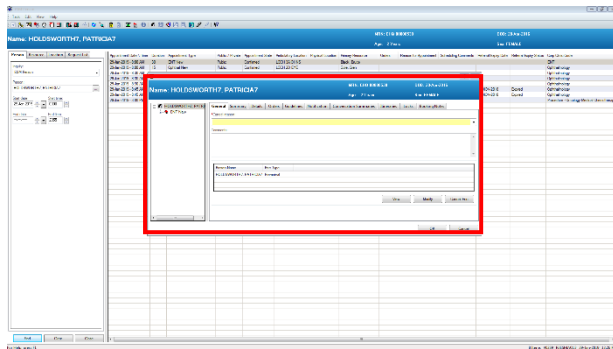


10. From the drop-down menu, select **Cancel**

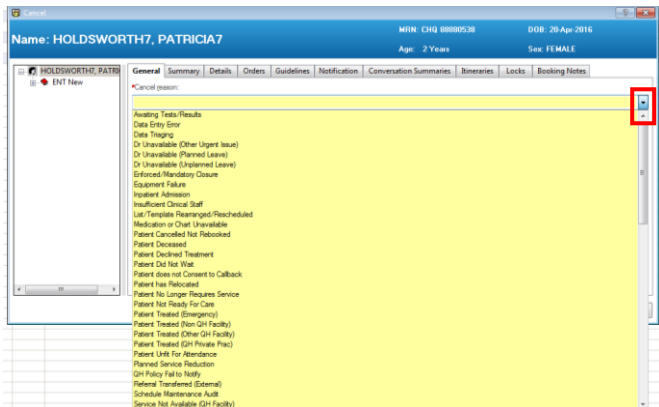




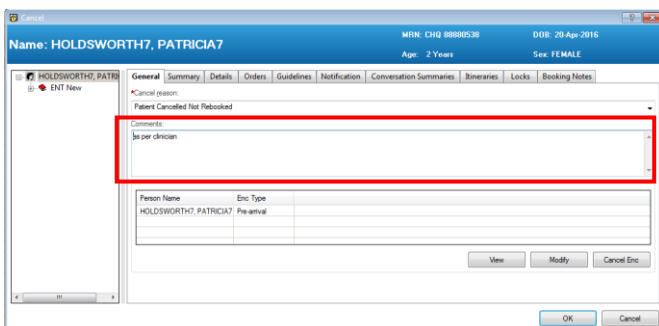
11. A pop-up box will appear



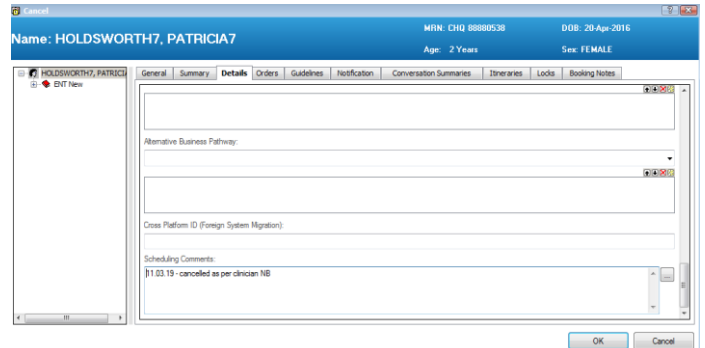
12. Select the arrow in the yellow box to see the drop down options for **Cancel Reason** and select the appropriate reason



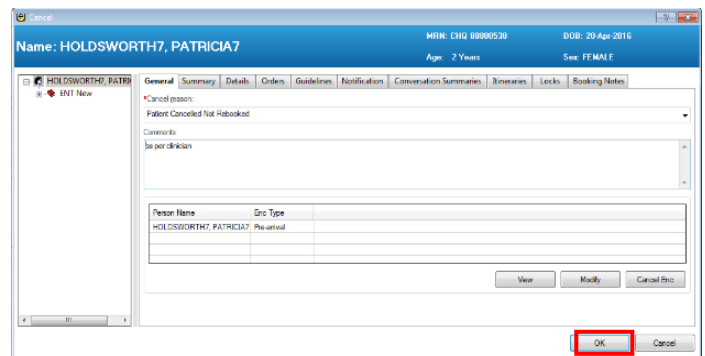
13. After selecting the **Cancel Reason**, any extra comment can also be made in the comments box



14. Select the **Details** tab and scroll down to the **Scheduling Comments** box. This is to be updated with the **Cancel Reason (DD-MM-YY – reason – initials)**



15. Click **ok**



16. The appointment is now cancelled

Appointment Date \ Time	Duration	Appointment Type	Public / Private	Appointment State	Ambulatory Location	Physical Location	Primary Resource
29-Jan-2019 - 8:00 AM	30	ENT New	Public	Cancelled	LCCH 3A OHNS		Black, Bruce

