

# Moving a Patient From the Wait List

Last Modified on 19/02/2024 4:26 pm ACDT

If a Patients original appointment is attended (no reschedule occurs) then the wait list entry will automatically 'drop off' when the appointment status is set to a completed status. Note: We would recommend periodically checking the entries on wait list as there are no automated processes that do this.

1. Click the **Wait list** button.
  2. Right click the wait list entry, the following options are available:
    - a. Edit
    - b. Delete
    - c. Cut
    - d. Details
    - e. Go to Appointment.
    - f. Go to Patient.
    - g. Correspondence
  3. When you want to move the entry to a free slot on the calendar, you can click the patient name and drag it across into the available spot or select **Cut**.
  4. Once you have clicked **Cut**, simply left click into a free slot in the calendar.
  5. To move from the Wait list to the calendar, click **Create or Move**.
    - a. The appointment will now appear in the diary.
-