Appointments - Overview

Overview

Basic Concepts

- CareRight allows the scheduling of appointments for providers.

- You can only book appointments WITHIN a session

- A provider is only allowed to have ONE session at any given time (i.e., Provider John Smith can't have a 1-5 pm session at Clintel Clinic and a 1- 5 pm session at Clintel Rehab on the same day).

- Sessions are blocks of time that hold appointments

- Sessions can be restricted so that they can only take appointments of certain types (optional)

- Session Types and Appointment Types can be configured by your system administrator

For **Find the Next Available Appointment**, see here

For **Create a Patient Appointment**, see here

For **Double Booking an Appointment**, see here

For **Edit an appointment**, see here

For **Move or Rebook an appointment**, see here

For **Copying an Appointment**, see here

For **Cancel, an Appointment**, see here

For **Change the Status of an Appointment** see here

For **Deleting an Appointment**, see here

For **Showing Appointment Details**, see here

For **Advanced appointment**, see here

For **Dealing with no shows,** see here

Access an appointment

Betty Smith (Patient) has a 1-hour P-Surgery (Appointment Type) with Dr Magnus Polan (Provider) at East St Kilda (location on Wednesday 31 March 2021 from 4:30 pm to 5:30 pm. Once an appointment has been booked you can access an Appointment in,

1. From CareRight **Dashboard**

2. Click on **Appointments**

   - Right-click on the appointment.

   - The Appointment sub-menu will display the following options:

- Edit

- Status

- Double Book

- Create invoice

- Move to Wait List

- Rebook

- Copy

- Delete

- Details

- Correspondence

- Click **Details**
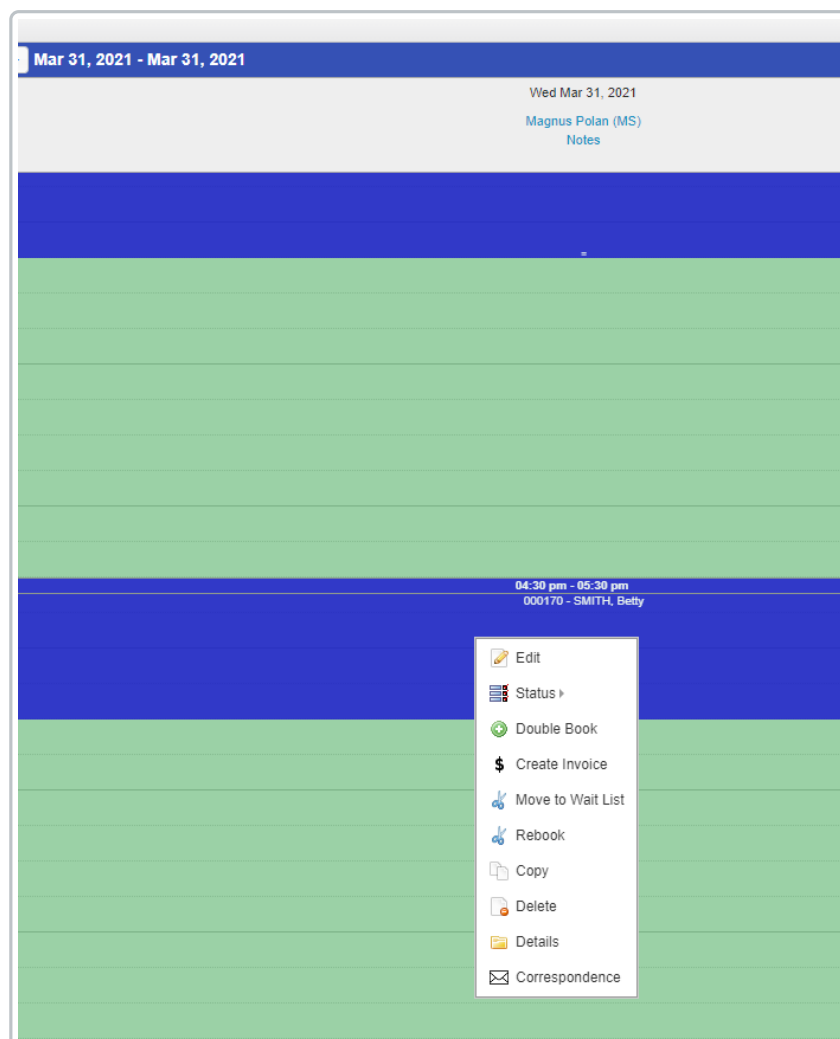
Wed, 31/03/2021 04:30 pm - 05:30 pm ✖

Provider	Magnus Polan
Location	East St Kilda
Session Name	Surgery
Session Type Category	Procedure
Patient	SMITH, Betty
DOB	01/01/1980
Phone	
Address	Mr Betty Smith
Status	Booked
Appointment Type	P - Surgery
Comments	

More Information