

# Placing a Patient on a Wait List

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This process describes the follow scenario: A patient wants to cancel an appointment and be added to a wait list for a future appointment. (Status Pending).

1. Create an appointment for the patient.
  2. Right click on the appointment.
  3. Select **Move to Wait List**.
  4. Select **"Pending..."**.
  5. Enter the priority – this dictates where the entry will appear in the wait list order.
    - a. Wait list priority values accepted: 1-99. Only integer and no non-numeric characters accepted.
    - b. A validation error will appear if you enter an invalid value.
  6. Add details of when the patient would like the appointment.
  7. Click **OK**.
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