Double Booking an Appointment

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Double booking is allowed in the system, in that you can book multiple appointments in a one-time slot. The steps to do this are almost identical to creating an appointment.

For this, you have to create an appointment in the usual process. (Refer   Create Patient Appointment)

To double book an appointment on the same slot,

1. Right-click on the appointment.

2. From the pop-up menu, click **Double Book**.

3. Find the patient.

4. From the list of patients, click **Select** to choose the correct one.

5. In the New appointment, the screen fills out all the relevant fields.

6. Click **Save**.