

Change the Status of an Appointment

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From this screen, you are able to change the status of any patient appointment that is not in a cancelled state.

Note:

- Your system administrator needs to pre-configure different appointment statuses. Refer to [Appointment statuses](#) on the system admin guide for more information.
- It is highly recommended to change the status of an appointment at the end of the consultation to an appointment status that has the condition 'Completed' to finalize the appointment.

To change the status of an appointment booked,

1. Right-click on the appointment
2. Click **Status**
3. Select the appropriate status.

