

Deleting an Appointment

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Deleting an Appointment

You should only delete an appointment if it has been made in error and even then if this fits with your business practices. A more preferable solution is to cancel the appointment.

- Deleting an appointment is permanent and irreversible.
- The appointment will be removed from the patient's appointment list.
- However, auditing in CareRight will record the appointment details and also the record that it was deleted.

Delete an appointment

1. Right-click on the appointment.
 2. Click **Delete**.
 3. Click **Yes** to confirm.
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