

How to remove the older appointment from the system ?

Last Modified on 06/02/2024 4:53 pm ACDT

CareRight allows user to setup month/s for system to auto mark appointment as Complete. Once the appointment creation date has passed for this month/s, the system will automatically mark the appointment as complete . For a number of customers, typically when an appointment takes place it is never updated again. We have added a new default setting to automatically mark complete (archive) appointments that are still 'active' a number of months after the appointment date.

System admin -> appointment -> calendar options -> additional settings -> Automatically marked asComplete

The system default setting is **Automatically marked asComplete after three months**

To opt out of this behaviour simply remove the configuration.

Appointment Autocomplete After Months

3

If there is a status available with the behaviour *Complete*, the first status available will be chosen.

Finished	Finished	Completed	Edit
----------	----------	-----------	------

The resulting appointment will display as below

Appointment

Date

01/09/2023

Start Time

10:15 AM

Duration

15

Patient

Mr Paul Smith

Provider

Ormond Garrison

Location

ADL

Room

Session Name

test

Session Type Category

Consultation

Status

Finished

Condition

Completed

Appointment Type

C - Day Consultation

Note: Unlike appointment status changes via the UI, this will **not trigger any notifications**