

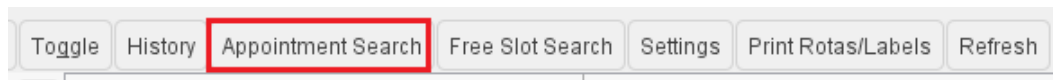
Partners in improving local health

NECS Clinical Systems Specialist Team SystemOne – Appointment Search

Appointment Search

1. Current, future or past appointments can be searched for using one of the following methods:

a. Click **Appointment Ledger** or **Appointment Overview**, click **Appointment Search**



Type the patient name or NHS Number, search by telephone number or Date of Birth
All current and future appointments will display.

Appointment Search ×

Search current and future appointments for Search by telephone number Date of Birth

Including

Historical appointments since

Appointments remotely booked into other organisations Textual appointments

Day	Date	Time	Staff Member	Name	Location	Status	Flags	Last Updated	Updated By
Thu	02 Apr 2020	08:40	Ridley Two	Miss Dawn Ridley 17 Aug 1...	NECS GP	Booked	▶	30 Mar 2020 10:25	Miss Dawn P..
Wed	08 Apr 2020	15:10	Ridley Five	Miss Dawn Ridley 17 Aug 1...	NECS GP	Cancelled..	▶	23 Mar 2020 11:22	Ridley Two
Wed	08 Apr 2020	15:20	Ridley Five	Miss Dawn Ridley 17 Aug 1...	NECS GP	Booked	▶	23 Mar 2020 11:23	Ridley Two

To view past appointments and the status of the appointment i.e. cancelled, DNA click to include Historical appointment since (change the date if needed)

Appointment Search

Search current and future appointments for Search by telephone number Date of Birth

Including

Historical appointments since

Appointments remotely booked into other organisations Textual appointments

Day	Date	Time	Staff Member	Name	Location	Status	Flags
Fri	20 Mar 2020	09:00	Ridley Five	Miss Dawn Ridley 17 Aug 1...	NECS GP	Cancelled by Patient	▶
Fri	20 Mar 2020	10:45	Ridley Five	Miss Dawn Ridley 17 Aug 1...	NECS GP	Cancelled by Patient	▶
Fri	20 Mar 2020	10:45	Ridley Eight	Miss Dawn Ridley 17 Aug 1...	NECS GP	Arrived	▶
Fri	20 Mar 2020	11:35	Mr Ridley Nine	Miss Dawn Ridley 17 Aug 1...	NECS GP	Arrived	▶
Fri	20 Mar 2020	14:30	Ridley Two	Miss Dawn Ridley 17 Aug 1...	NECS GP	Cancelled by Patient	▶
Fri	20 Mar 2020	15:30	Ridley Two	Miss Dawn Ridley 17 Aug 1...	NECS GP	Arrived	▶
Mon	23 Mar 2020	11:35	Ridley Five	Miss Dawn Ridley 17 Aug 1...	NECS GP	Cancelled by Patient	▶
Mon	23 Mar 2020	15:40	Ridley Two	Miss Dawn Ridley 17 Aug 1...	NECS GP	Did Not Attend	▶

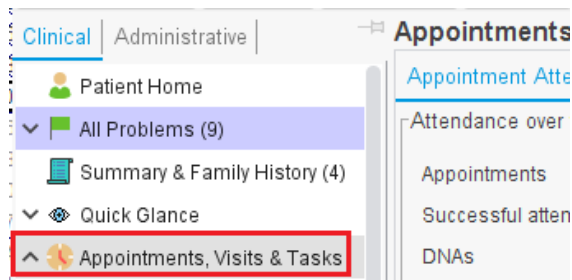
If necessary the appointment can be marked as arrived by highlighting the correct appointment and clicking Mark As Arrived

Information
Mark As Arrived
Close

b. Press F9 on your keyboard. The appointment Search dialogue will display, follow the same process as point a. to find appointments

Note: F9 can be used from any SystemOne screen and from any patient record

c. From the patient record select Appointment, Visits & Tasks from either the clinical or administrative tree (depending how this has been configured)



Click Appointments column, this will list all past, current and future appointments, if necessary you can right click and select Arrived. Appointments can also be cancelled from within the patient record

