

Copy Appointments in WIP

It is possible to make identical copies of an appointment from the Work in Progress pane.

- This functionality allows appointment details to be copied to multiple instances of the same appointment, for the same patient, without having to search for the appointment and patient multiple times.
- It only works while the appointment is in the Work in Progress pane during the initial booking process. It does not work with rescheduled appointments, or appointments already in the book.
- This Copy function is different from creating recurring appointments in that you do not have to define a pattern of occurrence for copied appointments – just schedule them where appropriate.
- It also varies from using the **Next** button in that you do not have to click **Next** and **Move** for each instance of the appointment you are creating.

Note: This function is not turned on for all appointments – contact Clinical Applications Support Unit if you require this ability for any of your appointment types.

Copying Appointments

- Choose your appointment type, locate your patient and complete the other fields as per normal processes.
- Move the appointment to the Work in Progress.
- Right click on the appointment, and choose **Copy**. (Tip: make sure you right click on the appointment type, not the patient name).