

Delete an Appointment

Last Modified on 03/19/2024 3:58 pm EDT

Version 14.19



Our new Multi-Location Calendar updates are here! Please see the [OP 21.3 Calendar Articles](#) for an overview of the changes. Practices can configure OP to [switch to the new calendar](#) and explore its features.

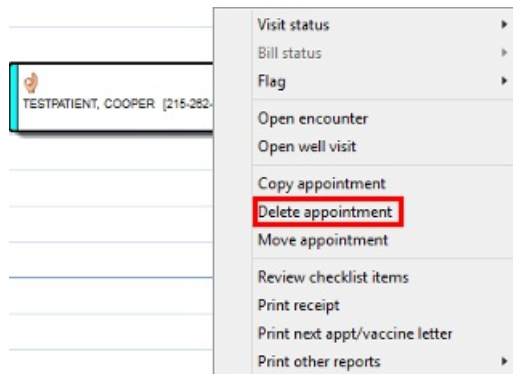
Path: Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button

Overview

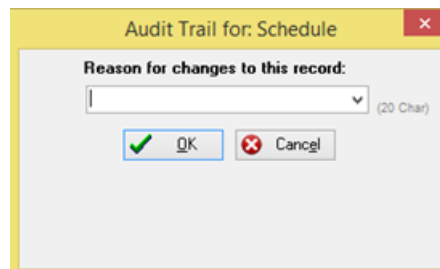
Deleted appointments are removed from the Schedule record completely, and a record of the deleted appointment is created in the Audit Log. If a scheduled appointment is canceled by the patient's family, we recommend that your staff document this cancellation, particularly if it was a same-day cancellation or contrary to a doctor's advice. To do so, select Cancelled as the Appointment Status.

Deleting an Appointment

1. Click on the appointment you'd like to delete.
2. Click the **Delete** button under the calendar or right-click the appointment and select **Delete appointment**.



3. Click the **OK** button to confirm deleting appointment.
4. Enter the reason the appointment was deleted.



Version 14.19

Path: Smart Toolbar > Schedule button > Calendar tab

Overview

In this article, you will learn the methods of deleting an appointment from the calendar.

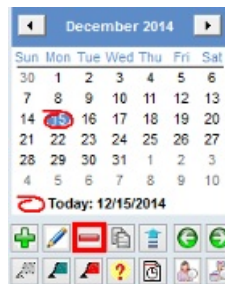


Note: Deleting an appointment removes it from the Schedule record completely. If a scheduled appointment is canceled by the patient's family, we recommend that your staff document this cancellation, particularly if it was a same-day cancellation or contrary to a doctor's advice. To do so, select Canceled as the Appointment Status.

Deleting an Appointment

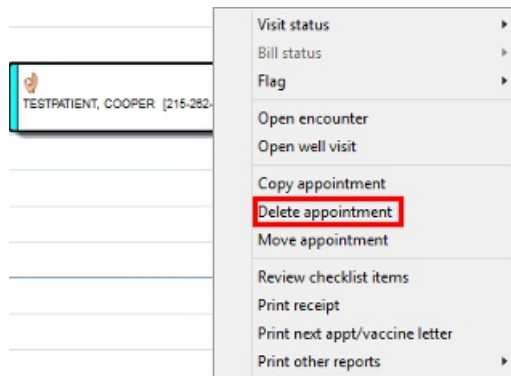
1. Left-click once to select the appointment. Then, follow one of the two ways listed below to delete an appointment:

- Click the **Delete selected appointment** button  located under the calendar.

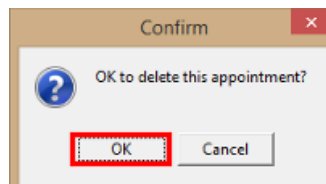


OR

- Right-click the mouse once on the appointment.
- Select *Delete Appointment* from the fly out menu.



2. Click the **OK** button  to confirm deleting appointment.



3. Enter the reason the appointment was deleted.

Audit Trail for: Schedule

Reason for changes to this record:

(20 Char)

Note: A record of this deleted appointment is kept in the Audit Log.