

Waiting List

23/10/2024 10:15 am BST

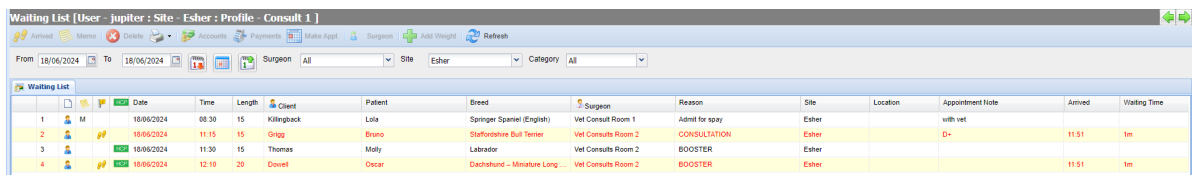
Summary

The Waiting List shows all appointments that are yet to be treated for the current day's appointments (unless another date range is specified).

Details

The Waiting List can be accessed via the Main toolbar or from the 'Daylists' menu.

Appointments that have been booked and yet to arrive are displayed in **BLACK** and any appointments that have arrived are displayed in **RED**. In the event a patient has paid prior to receiving treatment, they will display in **GREEN** to indicate a payment has been taken.

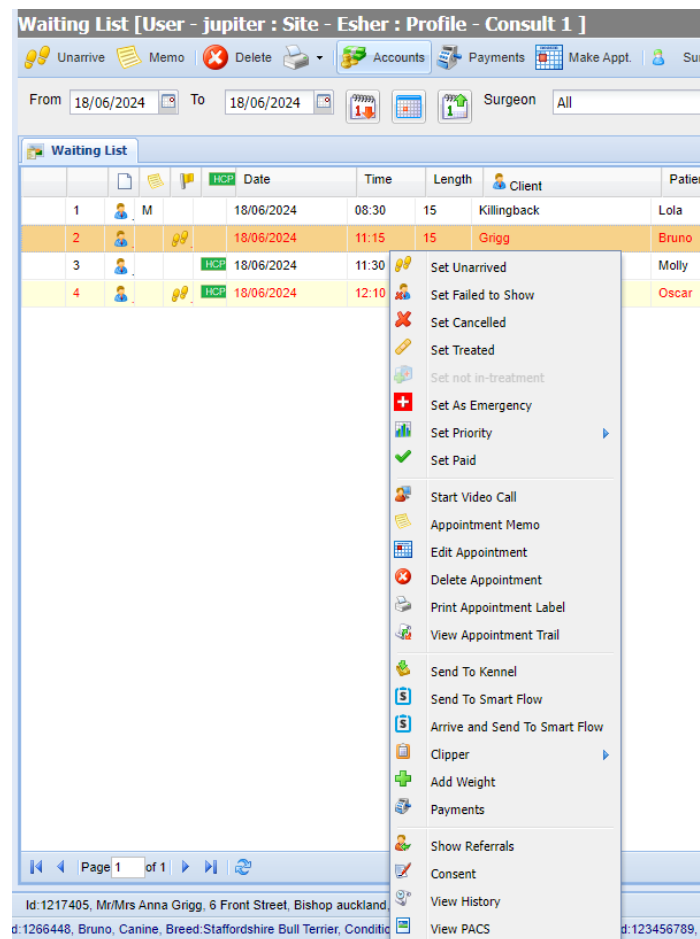


The screenshot shows a software window titled "Waiting List [User: jupiter : Site: Esher : Profile: Consult 1]". It features a toolbar with icons for "Arrived", "Memo", "Delete", "Accounts", "Payments", "Make Appt.", "Surgeon", "Add Weight", and "Refresh". Below the toolbar are filters for "From" (18/06/2024), "To" (18/06/2024), "Surgeon" (All), "Site" (Esher), and "Category" (All). The main area is a table with columns: "Waiting List", "Date", "Time", "Length", "Client", "Patient", "Breed", "Surgeon", "Reason", "Site", "Location", "Appointment Note", "Arrived", and "Waiting Time". The table contains four rows of data, each with a status icon (M, P, or G) in the "Waiting List" column.

Waiting List	Date	Time	Length	Client	Patient	Breed	Surgeon	Reason	Site	Location	Appointment Note	Arrived	Waiting Time
1 M	18/06/2024	08:30	15	Killingbeck	Lola	Springer Spaniel (English)	Vet Consult Room 1	Admit for spay	Esher		with vet		
2 P	18/06/2024	11:15	15	Gripp	Bruno	Staffordshire Bull Terrier	Vet Consults Room 2	CONSULTATION	Esher		D+	11:51	1m
3 G	18/06/2024	11:30	15	Thomas	Molly	Labrador	Vet Consults Room 2	BOOSTER	Esher				
4 G	18/06/2024	12:10	20	Doveell	Oscar	Doberman Pinscher - Miniature Long	Vet Consults Room 2	BOOSTER	Esher			11:51	1m

Using the Waiting List

Select a patient from the list and right-click to display the below options:



Function	Description / Function
Set Arrived	The appointment will change to RED within the Diary screen, the Waiting List and Full list.
Set Unarrived	The appointment will be change back to its previous status.
Set Failed to Show	Appointment will change to BLOCK GREY .
Set Cancelled	Cancel the appointment and the appointment will change to NEUTRAL BROWN .
Set Treated	The appointment will change to BLUE to indicate the client has been treated.
Set As Emergency	White cross with red banner will show in the third column, indicating this is an emergency appointment.
Set Priority	Priority levels 1-10. If set, this block of colour will show in the first column in the Waiting List.
Set Paid	The appointment will change to GREEN to indicate the client has paid.

Appointment Memo	An 'M' will appear in the fourth column, indicating there is an additional note against this appointment.
Edit Appointment	Allows the user to edit the Appointment Reason and Note.
Delete Appointment	Allows the user to remove the appointment. This will remove from the Waiting List and Diary screen.
Print Appointment Label	Prints an Appointment Label to the practice's label printer. This details the appointment date, time, reason and surgeon.
View Appointment Trail	Displays an audit trail for the selected appointment.
Send to Kennel	Sends the Patient to a Kennel .
Clipper	Add the patient and client details to the Clipper .
Add Weight	Opens the Add Weight window.
Payments	Opens the Payments window.
Show Referrals	Shows the patient's registered referral details.
Consent	Opens the Consent form window.
View History	Displays the patient's Treatment history in a pop-up window.
View PACS	If the practice makes use of a cloud-based PACS system, selecting this option will show any uploaded images in a new tab.

Exporting the Waiting List

The Waiting list can be printed, emailed or exported to CSV file

