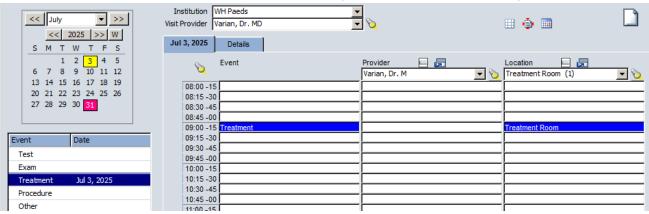NHS
Kent and Medway
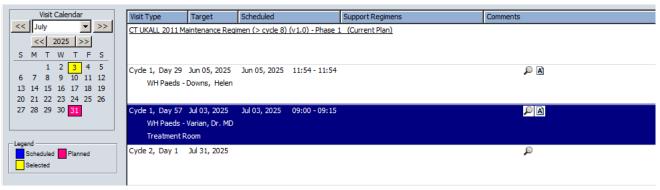Cancer Collaborative

Schedule an appointment

Open patient schedule window, select treatment day from the Visit Calendar then select Schedule….

Select appointment date in calendar, select treatment from the Event list then a time slot in the first column. Add consultant name from Visit Provider drop-down list then OK to complete
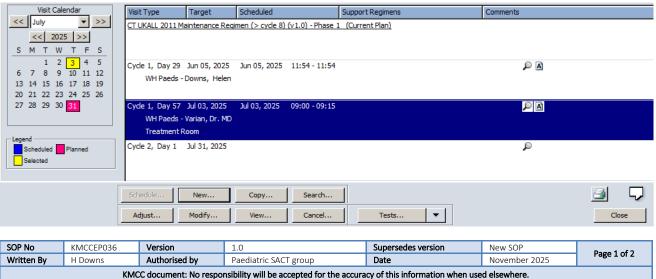

Treatment now scheduled

Modify an appointment

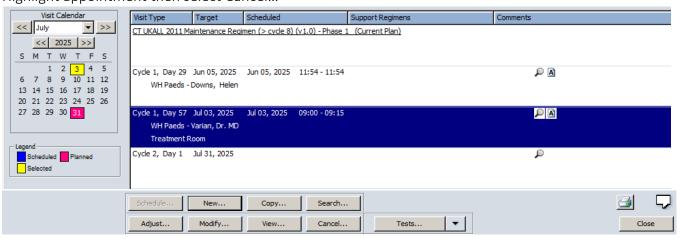Highlight appointment then select Modify and follow scheduling steps above

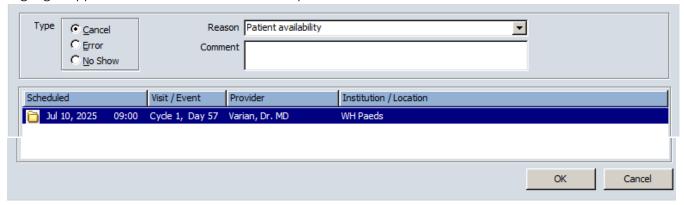| SOP No	KMCCEP036	Version	1.0	Supersedes version	New SOP	Page 1 of 2
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Cancel an appointment

Highlight appointment then select Cancel…

Highlight appointment then select OK to complete

Appointment shows as cancelled

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Written By	H Downs	Authorised by	Paediatric SACT group	Date	November 2025	
KMCC document: No responsibility will be accepted for the accuracy of this information when used elsewhere.						