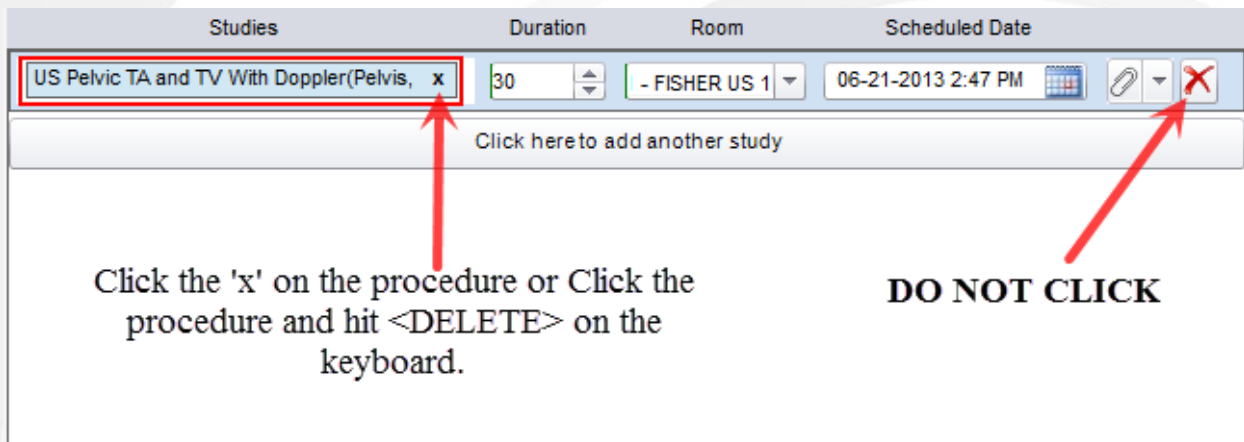To correct a procedure during the registration process, it is not necessary to cancel the appointment and create another. Follow the steps below:

1. In the Exam Tab of the Registration screen, remove the procedure by clicking the X next to the procedure name, or click the procedure and hit the delete key on the keyboard. Do <u>not</u> click the red X in the upper right corner.

Once the procedure has been removed, it does delete the Room and Date/Time entries. These will have to be added back in.

2. Search and pick the correct procedure.
3. Choose the room again in the Room field.
4. In order to get the original Date/Time for the patient, click the calendar icon. The calendar defaults to today's date.

5. Double-click today's date. The time for the appointment is the same as it was for the scheduled appointment.

6. Complete the registration process.