

## HOW2 VALIDATION EXERCISES

### Cancelling a patient's appointment in EMIS Web

1) Cancel a selected appointment in the Appointment Book by using: a. An option available on the Ribbon b. An option available on Right-click c. A keyboard short-cut	<input type="checkbox"/>
2) Can you cancel an appointment without recording a 'Reason for cancellation'?	<input type="checkbox"/>
3) If you want to view the text of the SMS message that will be sent to the patient once you have cancelled their appointment, where can you do this?	<input type="checkbox"/>
4) Can you cancel a patient's appointment in the Care Record Diary view?	<input type="checkbox"/>
5) If you want to print a cancellation letter as you cancel an appointment, where is the option for this?	<input type="checkbox"/>
6) Cancel appointments in the 'Patient Appointments' option on the Ribbon.	<input type="checkbox"/>
7) If the appointment you are cancelling was booked at another practice/service using EMIS 'Cross-Org appointment booking' – will it be cancelled on the other practice's/service's EMIS Appointment Book?	<input type="checkbox"/>