

## HOW2 VALIDATION EXERCISES

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

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|--|--------------------------|
| 1) Cancel a selected appointment in the Appointment Book by using:<br>a. An option available on the Ribbon<br>b. An option available on Right-click<br>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"/> |