Treated List

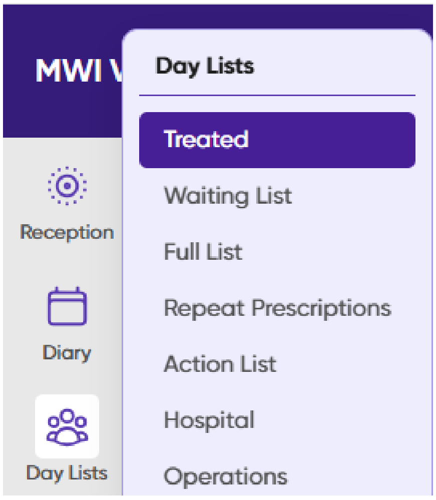
21/07/2025 11:46 am BST

Summary

The Treated List shows all appointments with the status 'Treated' for the current day's appointments (unless another date range is specified).

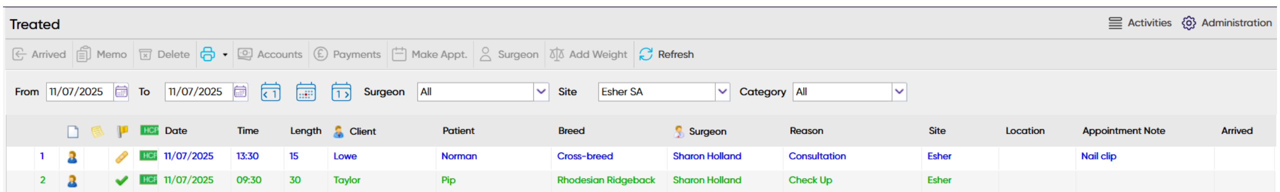
Details

The Treated screen is accessed via the 'Day Lists' button from Primary Navigation on the left-hand side.



Once selected, the Treated List will display showing any appointments with the status 'Treated'.

Appointments that have been treated are displayed in blue, and this provides a visual reference to show any appointments that the practice needs to take a payment for. Any appointments that have been paid will display in green.



Using the Treated List

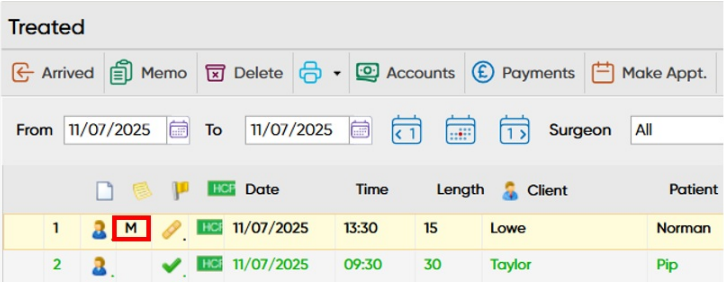
Filtering the Treated List

All appointments for the dates specified will display. You can change the date range by using the date filters provided. It is also possible to filter by Surgeon, Site and/or Client Category.

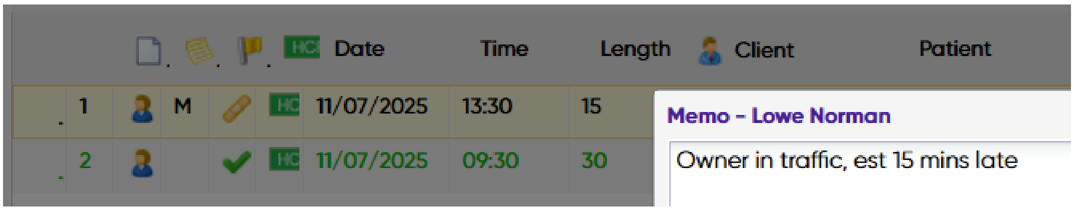
Appointment Memos

You can create a Memo for any of the Daylists. To do this, right click the required appointment and click the 'Appointment Memo' button.

When a Memo has been saved for an appointment, an M will appear in the Memo column of the day lists.



To view the previous Memo or to create a new one, click on the client, then click on the Memo tab, or right click the appointment and select ‘Appointment Memo’. To write a new Memo, write in the white area of the window and click Save.



Right-click Options

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

Function	Description / Function
Set Priority	Priority levels 1-10. If set, this block of colour will show in the first column in the Treated 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	Cancels the appointment and the appointment will change to NEUTRAL BROWN.
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 Treated 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.
Send to VetCheck	Send the patient to VetCheck if the integration is in use.
Arrive and Send to VetCheck	Arrive the patient and send to VetCheck if the integration is in use.
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 Treated List

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