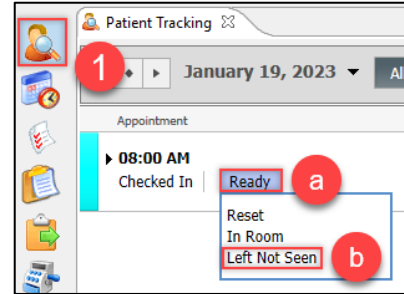
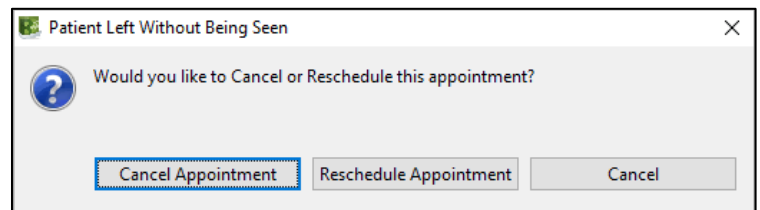


**Patient Left Not Seen**

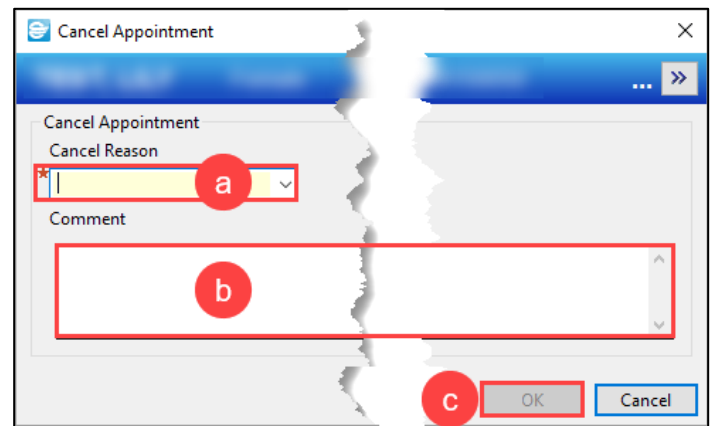
1. Click the Patient Tracking icon to open the Patient Tracking board.
2. Locate the patient's name.
  - a. Click on **Ready** to display the selection drop down.
  - b. Select **Left Not Seen**.



3. The **Patient Left Without Being Seen** popup appears.



4. If the patient would like to cancel, click **Cancel Appointment**.
  - a. Select a **Cancel Reason**.
  - b. Enter any pertinent comment(s) if necessary.
  - c. Click **OK**.



5. If the patient would like to reschedule their appointment, click **Reschedule Appointment**.
  - a. The Reschedule Appointment conversation will open; modify as necessary.

