

How to complete a consultation.

Before you follow the steps on this page, it is important to grasp the various consultation statuses : **pending, ongoing, completed, admitted, discharged, and cancelled**. Understanding these consultation statuses is key to effectively navigating the instructions. Click [here](#) to read more about this.

Completing a consultation changes its status from **ongoing** to **completed**.

Instructions :

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. Click the Complete toolbar button. Only **ongoing** or **completed** consultations can be completed. Completing an already complete consultation just saves any updates that would have been made to said consultation.
3. A dialogue will then appear on the Consultation page, requesting your confirmation if you truly wish to complete the consultation. To proceed with the initiated action, click **Ok** in the dialogue.

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