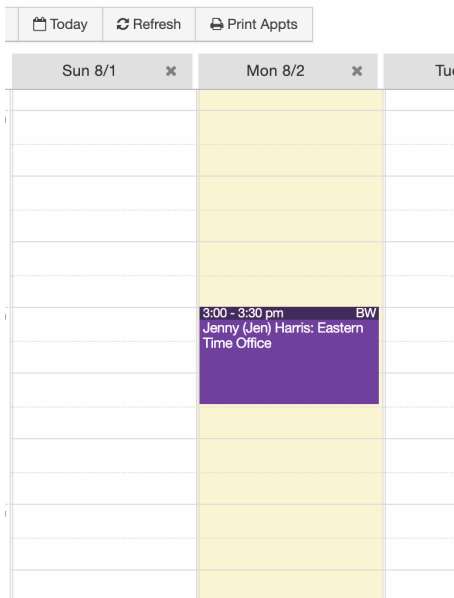


Canceling an Appointment

07/24/2024 1:05 pm EDT

If you need to cancel an appointment, you can use the appointment status.

1. Select the appointment from the calendar.



2. Select **Canceled** from the appointment status drop-down menu and select **Save** or **Save & Close**.

Schedule Appointment

Appointment | Billing | Eligibility | Vitals | Growthcharts | Flags | Log Comm. | Revisions | Custom Data | MU Helper

Type Appointment Video Visit Walk-in Transition of Care Referral

Patient Statement Balance: **\$410.00** [Generate Statement](#) Credit: **\$115.00** 84 past appointments Primary Insurance: **United HealthCare [87726]**
Secondary Insurance: **PAI California Secondary [PAI02]** CDS: [Sample CDS Group](#) CDS: [Dolphin Problems](#) **Fall Risk:**

Provider: **Dr. James Smith** Supervising: **- If different to provider -**

Patient: **Laurie T. Sample - 12/08/1990** Office: **Office 1**

Reason:

Scheduled: **02/15/2023** Time: **10:30AM** Profile: **-----**

Duration: **10** minutes Allow overlapping Eligibility Profile: **-----**

Notes:

Exam: Arrived
 Checked In
 Checked In Online
 In Room
 In Session
 Complete
 Confirmed
 Not Confirmed
 Rescheduled
 Cancelled
 No Show

Consent Forms: HIPAA Data Use Agreement (default)
 Telehealth Consent (default)
 No Show Policy (default)

Recurring Appointment A scheduled appointment cannot be converted to a recurring series.

3. The canceled appointment will appear opaque on your calendar.

| | | |
|-----------------------------------------|----------------|----|
| 2:20 - 2:50 pm | | BW |
| Michelle Harris: Eastern Time Office | | |
| | | |
| × | 3:00 - 3:30 pm | BW |
| Jenny (Jen) Harris: Eastern Time Office | | |
| | | |
| | | |

Note: Canceled appointments are not removed from the calendar. You can hide canceled appointments from your calendar. Read [our article](#) to learn more.

| | | |
|--------------------------------------------|---------------------------------------|----|
| 2:20 - 2:50 pm | | BW |
| Michelle Harris: Eastern Time Office | | |
| | | |
| × | 3:00 - 3:30 pm | BW |
| Jenny (Jen) Harris: Eastern Time Office | 3:00 - 3:30 pm | BW |
| | Chris Genning: Eastern Time Office | |
| | | |