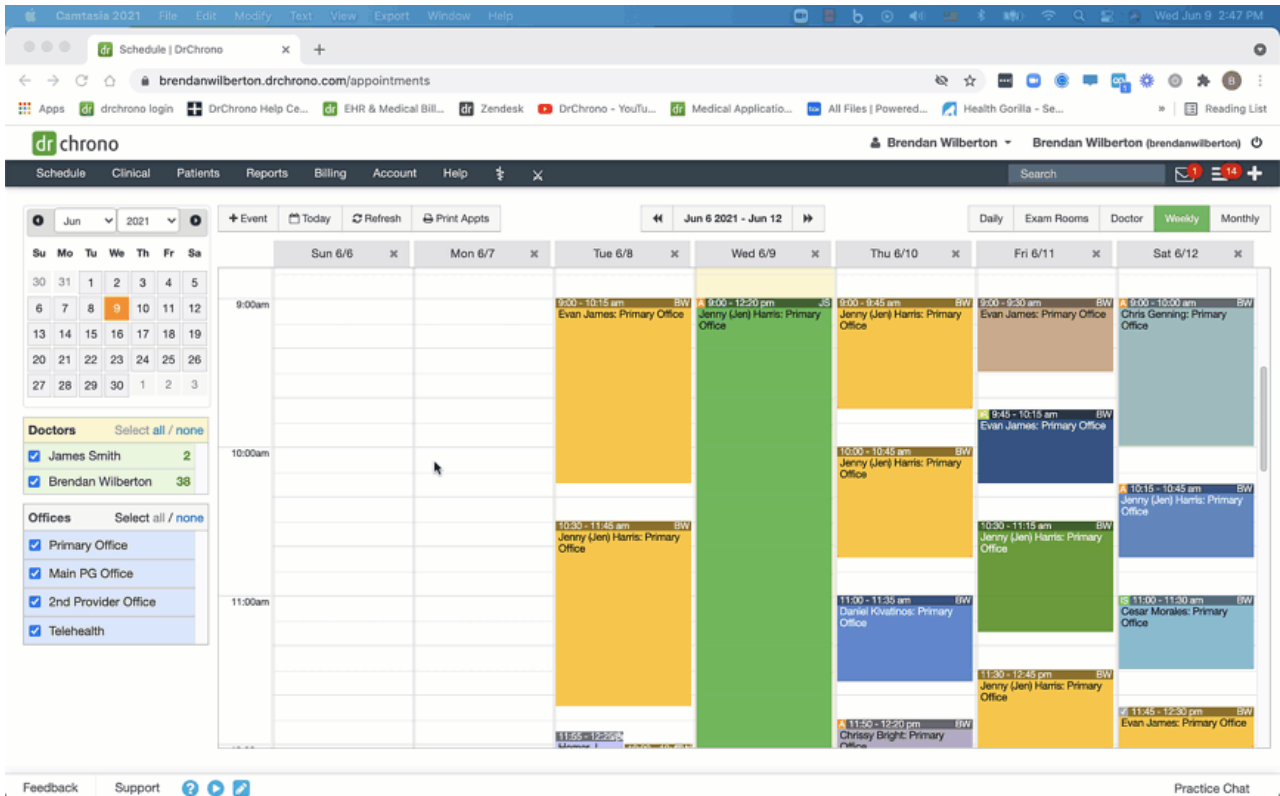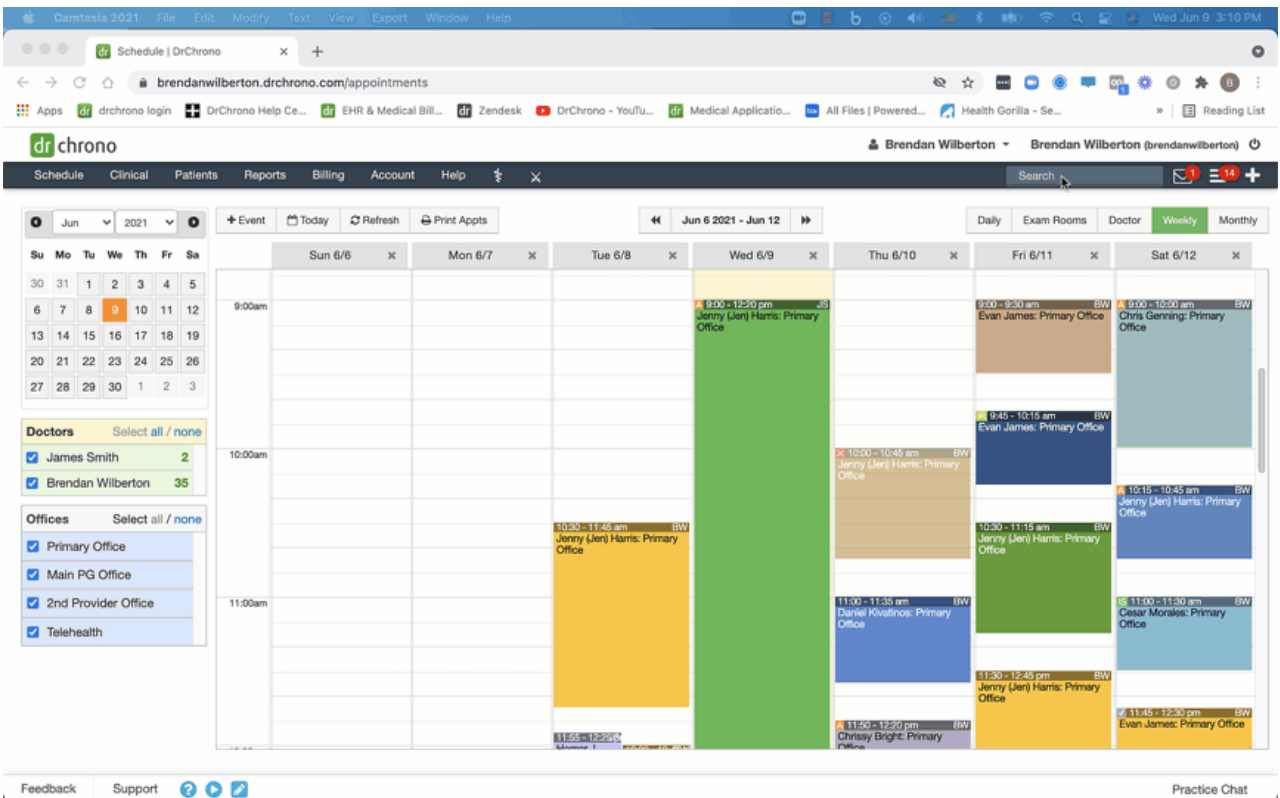# How do I delete an appointment?

07/24/2024 3:55 pm EDT

In the event you need to delete an appointment, you can do so from the calendar or the patient chart. If you need to recover a deleted appointment please refer to this article.

From the calendar, open the appointment you need to select **Delete**. A window will open up asking if you are sure. Deleting an appointment will also delete the clinical note and claim information. Click **Delete** to complete the process. The appointment will be removed from your calendar.

You can also delete an appointment from the patient's chart in the **Appointments** section. Open the chart. Select **Appointments** from the menu on the left. Click **Edit Appointment** to open the appointment window. Select **Delete**. When you refresh the page, the appointment will be gone.

You can require a reason for deleting the appointment if you would like. This needs to be set up under **Account** > **Offices**. Select the office you would like to add this requirement. Next, check the box for **Require reason when deleting appointments** and **Save**. Repeat for other offices.

Basic	Billing	Online Schedule	Providers	eRx

⚠ **Warning:** Changing the address of an office affects all previous appointments in that office.

Office name (scheduling)	Office 4
Facility name		Used in HCFA box#32 and UB04 box#2. Leave it blank if same to Office name (Scheduling)
Primary Provider	Dr. James Smith
Country	UNITED STATES
Address	328 Gibraltar Dr
Zip Code	94089
State	California
City	Sunnyvale
Office Phone	(650) 555-5555 Not validated. Click here to verify with a test call.
Fax	
Formatted Address	Not editable. Only valid for US addresses.

Number of Exam Rooms	1
Exam Name 1	Exam 1 ☑ Allow Online Scheduling ☐ Excluded from Meaningful Use ☐ Archived from Calendar ☐ Is Telehealth
Office hours start	8:00 am
Office hours end	8:00 pm
Require reason when deleting appointments	☑ ⟵

Save

Now, a text box will appear for the user to enter a reason when deleting the appointment.

Schedule Appointment ✕

Type ⦿ Appointment

Are you sure you want to delete this appointment? This will also delete the clinical note.

Please provide a reason for deleting this appointment

Cancel Delete

Patient Statement Balance: $410.00   726]

Secondary Insurance: PAI California   orization:

Provider	Dr. James Smith		⌄
Patient	Laurie T. Sample - 12/08/1990	Office:	Office 1 ⌄ ➕ ✏️
Reason:	Follow Up	Profile:	--------- ⌄
		Eligibility Profile:	--------- ⌄
Scheduled:	01/16/2024 Time 01:15PM ⬍	Exam:	Exam 1 ⌄
Duration:	30 minutes ☐ Allow overlapping	Color:	
Notes:		Status:	⌄
			21h 47m

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

✎ View Clinical Note

View All Appointments

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