

# How to Delete or Reschedule an Appointment on the iPad

07/08/2024 7:34 pm EDT

Within the [DrChrono EHR app](#), you can delete or reschedule an appointment as you would with the browser-based EHR. When you make changes to your appointments on your mobile device, those changes will automatically sync with the cloud and will reflect in your [DrChrono browser version](#).

- To begin, first, select **EHR** on your device's navigation bar.



Within your mobile EHR, search for your appointment by tapping on the magnifying glass icon in the upper right-hand corner and typing in your patient name or selecting the appointment from the appointment list. Tap **Delete** to remove the appointment. Select **Appointment Options** and tap **Reschedule/Edit Appointment** to reschedule.

The screenshot shows the DrChrono EHR app interface. At the top, the status bar displays '4:08 PM Mon Jul 26' and '100%' battery. Below the status bar, there's a blue header with 'Filters' and '07/27/21'. A search bar contains 'Search Appointment'. A list on the left shows '07/27/2021 Tue (1)' with a patient card for 'Michelle Harris' (07/27 09:40AM, Exam 1, Checked In). The main content area shows patient details for 'Michelle Harris (Female | 21 | 10/14/1999)'. A red note says 'This is a sample patient. To turn off sample patients, go to the Account tab.' Below this are links for 'Appointment Options', 'Super Bill', 'Vitals', and a 'Start Visit' button. A dropdown menu is open over the 'Appointment Options' link, showing 'Reschedule / Edit Appointment', 'Open in Check-in App', and 'Delete Appointment'. The appointment details include: 'Appointment Status: Checked In', 'Exam Room: Exam 1', 'Billing Type: ICD-10', 'Billing Details: Payment profile: Cash, Co-Pay: \$0.00, Billing Status: None Selected, Total Payment: \$0.00', 'Patient Flags: No Flags', and 'Address: 1001 N Rengstorff Ave, Mountain View, CA 94040'. A 'Vitals' section shows a table with columns for Temperature, Pulse, Blood Pressure, Respiratory Rate, Oxygen Saturation, Height, Weight, and BMI. The bottom navigation bar shows 'James Smith James Smith', 'Dashboard', 'EHR', 'Messages', 'Tasks (43)', and 'Account (3)'.


Tap on the **Date & Time**. Select the date and time or tap on the preset time options to reschedule the appointment. Tap **Save** to save the appointment.

2:25 PM Mon Jul 26


Filters Today

Search Appointment

07/26/2021 Mon (1)

 **Michelle Harris**  
07/26 04:10PM  
Back Adjustment

Appointment Type [Appointment >](#)

 **Michelle Harris**  
Female  
10/14/1999

Provider [James Smith >](#)

Appointment Profile [None >](#)

Reason for Visit

Date & Time [Mon Jul 26, 02:25 PM >](#)

[Today](#) [2 Weeks](#) [1 Month](#) [3 Months](#) [6 Months](#) [1 Year](#)

Existing Appointments on Jul 26, 2021			
Fri Jul 23	11	22	
Sat Jul 24	12	23	
Sun Jul 25	1	24	AM
<b>Today</b>	<b>2</b>	<b>25</b>	<b>PM</b>
Tue Jul 27	3	26	
Wed Jul 28	4	27	
Thu Jul 29	5	28	

**Michelle Harris**  
15 min @ 07/26 04:10PM - Exam 1




[View All](#)

[View All](#)

Respiratory Rate rpm

Cancel Save & Start Visit **Save**

Start Visit

Dashboard  EHR Messages  43 Tasks  3 Account