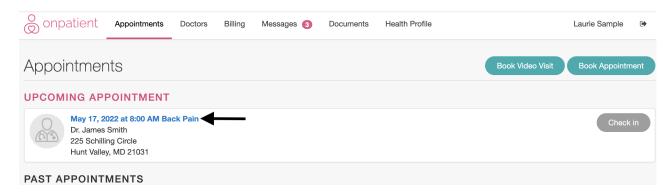
Rescheduling an Appointment Through OnPatient

07/08/2024 7:34 pm EDT

If your patients are using OnPatient, they have the option to reschedule their upcoming appointments if necessary. After they have completed the Check-In process, they will have the option on the following screen to reschedule their appointment.

To begin, your patient can reach his/her appointments by the **Appointments** tab on their OnPatient navigation bar.

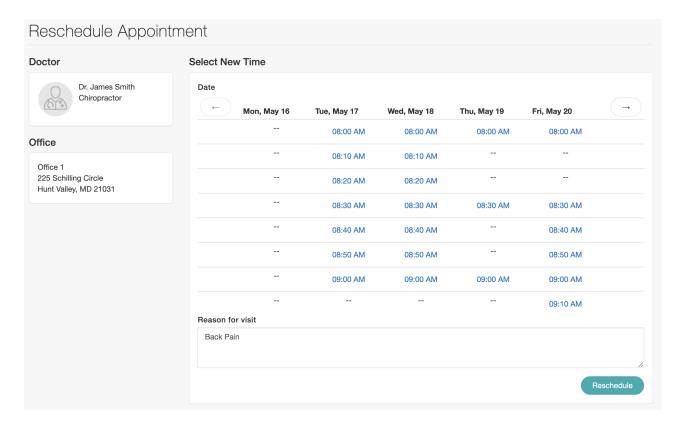
On the appointments page, your patient can view the list of upcoming appointments and select an appointment to view its details. Have your patient select the appointment he/she would like to reschedule.



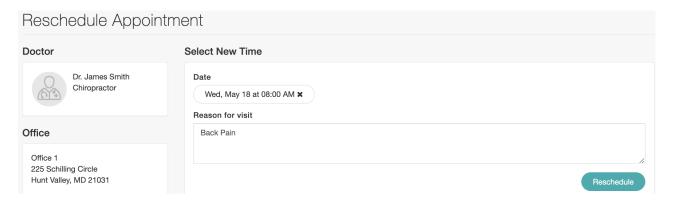
On the appointment details page, have your patient select the **Reschedule** button.



When your patient hits the **Reschedule** button, they'll be given the option to use the scheduling tool to select a different time based on your availability. (**Note**: Provider must have online scheduling enabled for this feature).



Once the new time is selected, the patient will click **Reschedule**.



Afterward, a confirmation page will appear for the patient to **Confirm** the new appointment time.

Confirm appointment



Doctor



Dr. James Smith 225 Schilling Circle Hunt Valley, MD 21031

Wed, May 18 at 08:00 AM

Reason for Visit

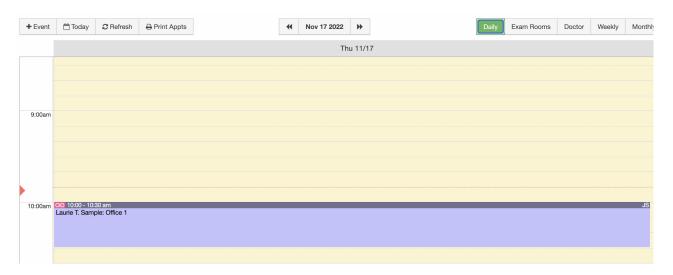
Back Pain

Cancel

Confirm

The provider will receive 2 notifications:

1. On the provider's DrChrono calendar.



2. The provider will also receive a message notification in the Message Center.

