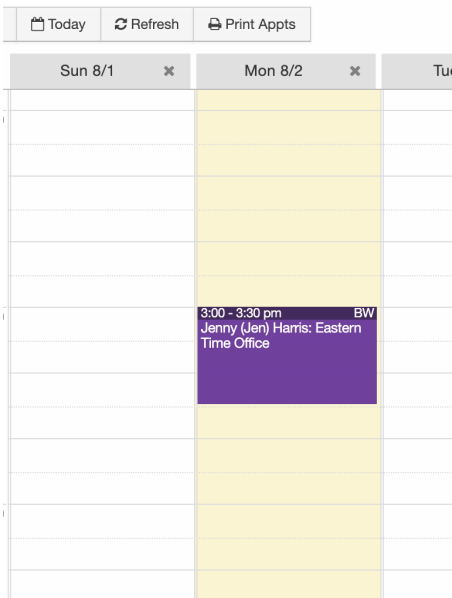


# Canceling an Appointment

07/08/2024 7:50 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: Profile: -----  
Scheduled: 02/15/2023 Time: 10:30AM Eligibility Profile: -----  
Duration: 10 minutes  Allow overlapping Exam:   
Notes: Status: Arrived  
Consent Forms:  HIPAA Data Use Agreement (default)  Telehealth Consent (default)  No Show Policy (default)  Canceled  
 No Show

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	3:00 - 3:30 pm
Jenny (Jen) Harris: Eastern Time Office		Chris Genning: Eastern Time Office