


Cancel or Reschedule an Appointment

Follow the steps below to request to cancel or reschedule an appointment right from the Patient Portal!

If you have any questions about requesting to cancel or reschedule an appointment via the portal, please contact the practice.

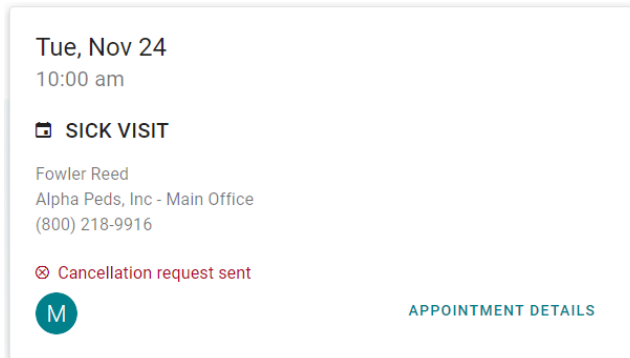
Some options may not be available.

- 1 Go to the appointment that needs to be cancelled or rescheduled. This is displayed as an **Upcoming Appointment** on the patient's homepage or can be accessed by clicking **Appointments** in the Navigation Panel of the portal.


 **TIP:** Remember to select the patient's toggle button in the upper right-hand corner of the portal prior to clicking **Appointments** in the Navigation Panel.

Request an Appointment be Cancelled


- 2 Click the **Reschedule or Cancel** link. Then, click **Cancel Appointment**.
- 3 Review the disclaimer message, and click **Continue**.
- 4 Select a **reason** for the cancellation request from the drop-down. If you select Other, you may enter additional info, but it is not required.
- 5 Click **Submit**. Your request is sent to the practice, and the appointment is updated to show that a cancellation request was sent.




Tue, Nov 24
10:00 am

 **SICK VISIT**

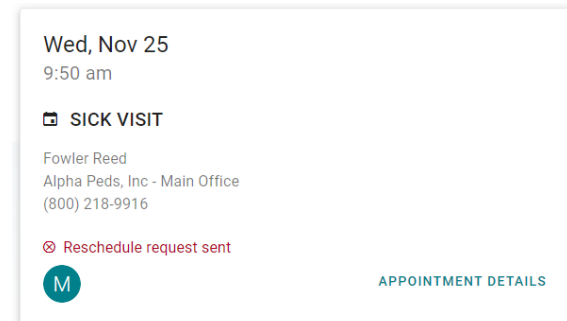
Fowler Reed
Alpha Peds, Inc - Main Office
(800) 218-9916

 Cancellation request sent


 APPOINTMENT DETAILS

Request an Appointment be Rescheduled


- 2 Click the **Reschedule or Cancel** link. Then, click **Reschedule Appointment**.
- 3 Review the disclaimer message, and click **Continue**.
- 4 Enter a **reason** for the reschedule request. This is required to proceed.
- 5 Enter a **preferred date** and select a **preferred time** to be rescheduled. Or, select the **Next Available** checkbox.
- 6 Click **Submit**. Your request is sent to the practice, and the appointment is updated to show that a reschedule request was sent.




Wed, Nov 25
9:50 am

 **SICK VISIT**

Fowler Reed
Alpha Peds, Inc - Main Office
(800) 218-9916

 Reschedule request sent

 APPOINTMENT DETAILS