

## How to Cancel a Group Appointment

Jay-Ileen (Ai) - 2024-09-27 - VSee Clinic for Providers

As a Provider, you can cancel group appointments on your Calendar.

There are two ways that you can cancel a group appointment:

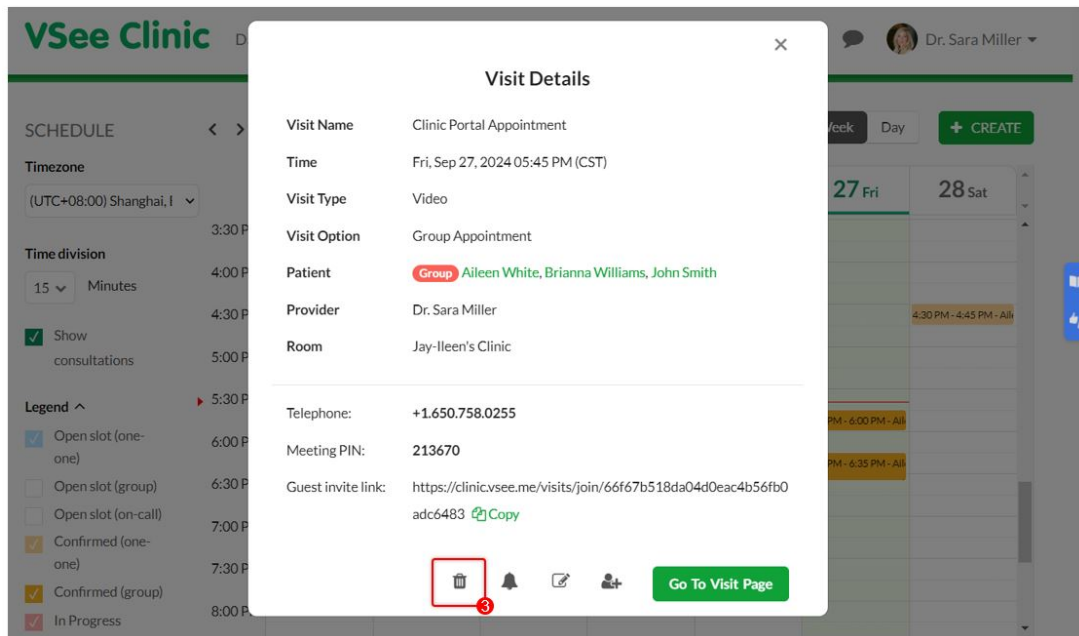
- [How to Cancel the Entire Group Appointment](#)
- [How to Cancel the Group Appointment for Selected Patients Only](#)

How to Cancel the Entire Group Appointment

1. Click on the **Schedule** tab.
2. Click on the group appointment you want to cancel.

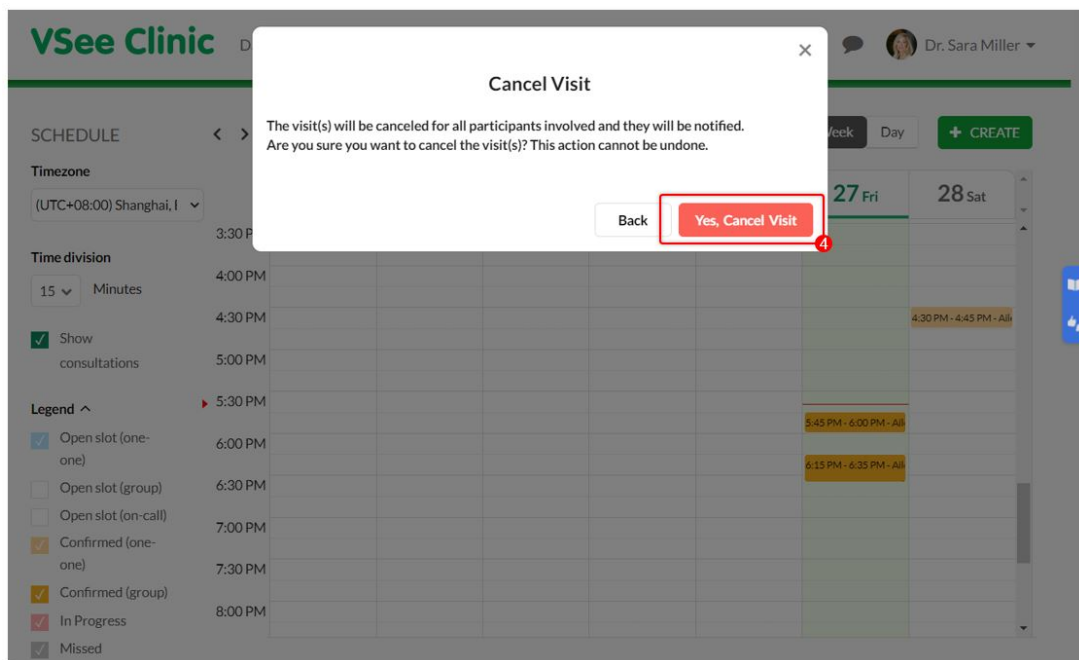
The screenshot displays the VSee Clinic web interface. At the top, the navigation bar includes 'Dashboard', 'Patients', 'Schedule' (highlighted with a red box and a red circle with the number 1), 'Health', and 'e-Rx'. The user profile 'Dr. Sara Miller' is visible on the right. The main content area is titled 'SCHEDULE' and shows a calendar for 'Sep 22 - 28, 2024'. The calendar is in 'Week' view. On the left, there are settings for 'Timezone' (UTC+08:00 Shanghai, I), 'Time division' (15 Minutes), and 'Show consultations' (checked). A 'Legend' section lists various appointment statuses: 'Open slot (one-one)', 'Open slot (group)', 'Open slot (on-call)', 'Confirmed (one-one)', 'Confirmed (group)', 'In Progress', 'Missed', and 'Completed'. The calendar grid shows a group appointment on Friday, September 27, 2024, from 5:45 PM to 6:00 PM, which is highlighted with a red box and a red circle with the number 2. Other appointments are visible on Saturday, September 28, 2024, from 4:30 PM to 4:45 PM and 6:15 PM to 6:35 PM.

3. Click on the **trash** icon.



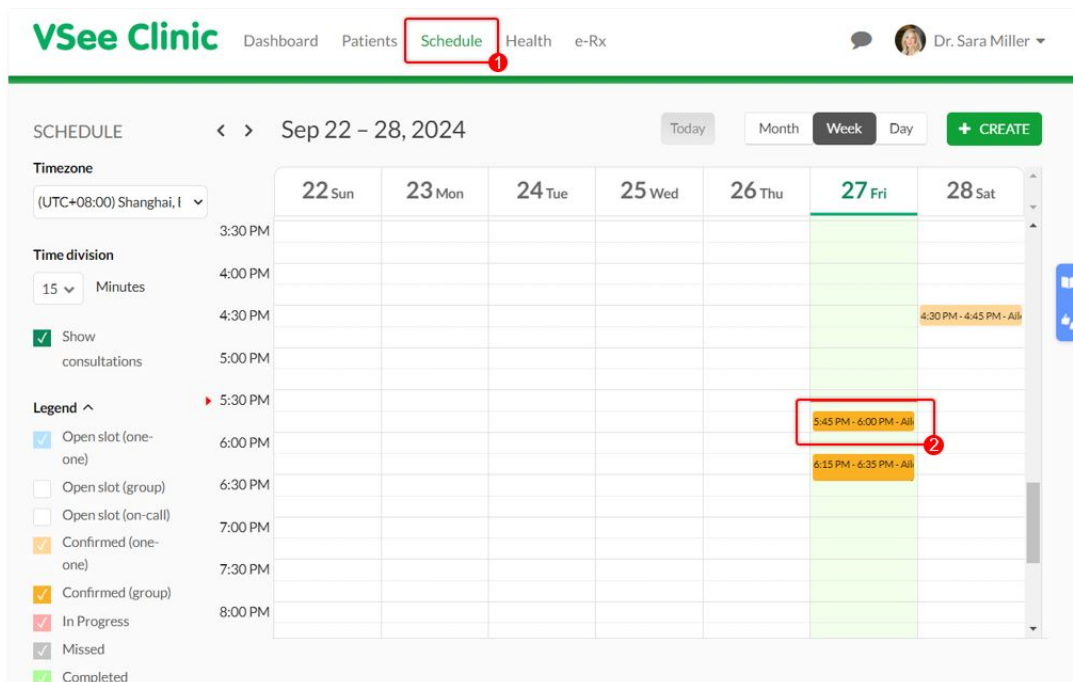
4. Confirm by clicking on **Yes, Cancel Visit**.

All patients will receive a notification via email or SMS that the visit has been canceled.

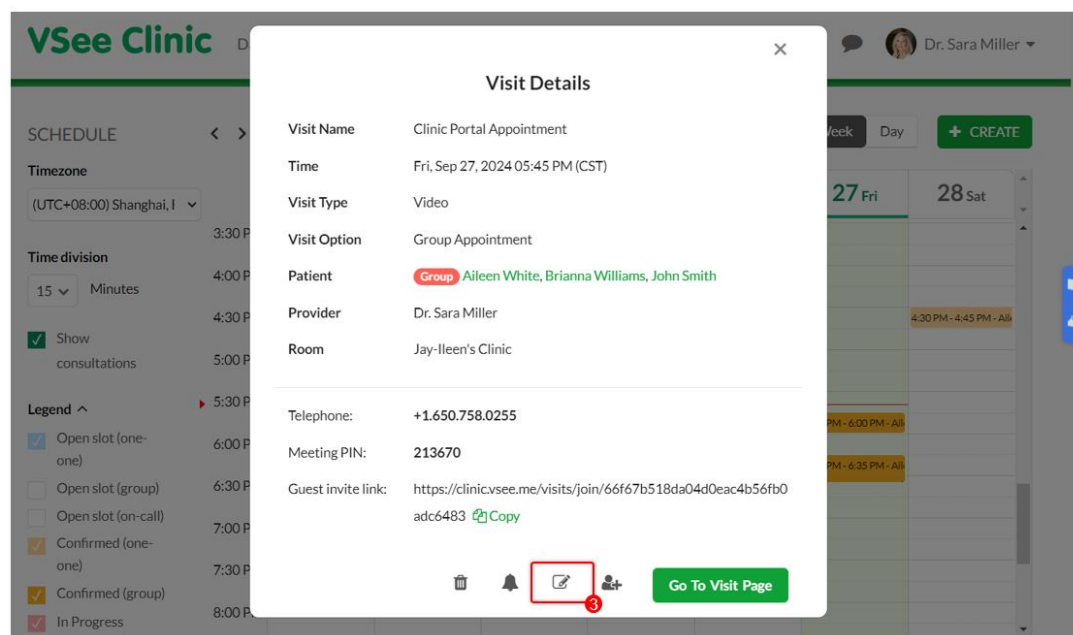


How to Cancel the Group Appointment for Selected Patients Only

1. Click on the **Schedule** tab.
2. Click on the group appointment you want to cancel.



3. Click on the **Edit** icon.



4. Click on the **X** button for the patient or patients you want to be removed from this visit.

5. Click on **Continue**.

Edit Visit

Visit Name \*

Clinic Portal Appointment

Edit

Time \*

Now

Later

Fri 09/27/2024

05:45 PM

Does not repeat

Visit Type \*

Video

Phone

In Person

Visit Option \*

Group

Group Appointment

+ New

Add Patient \*

Aileen White (ileen.test@gmail.com) ✕

Brianna Williams (patientvsee@gmail.com) ✕

John Smith (john.smith1234@gmail.com) ✕

+ New

Patient will be notified automatically via email and text message.

MORE OPTIONS

+ More provider

+ Other guest

+ Reminder

Cancel

Continue

6. Review the details and click on **Confirm**.

Confirm Change

Visit Name

Clinic Portal Appointment

Time

Fri, Sep 27, 2024 05:45 PM (CST)

Visit Type

Video

Room

Jay-Ileen's Clinic

Visit Option

Group Appointment

Patient

Group

Aileen White, John Smith

Provider

Dr. Sara Miller

Reminder

Back

Confirm

The group appointment has been updated.

board

month

5-4

6-1

×

New Visit Confirmed

Visit Name

Clinic Portal Appointment

Time

Fri, Sep 27, 2024 05:45 PM (CST)

Visit Type

Video

Visit Option

Group Appointment

Patient

Group

Aileen White, John Smith

Provider

Dr. Sara Miller

Room

Jay-Ileen's Clinic

Telephone:

+1.650.758.0255

Meeting PIN:

213670

Guest invite link:

https://clinic.vsee.me/visits/join/66f67b518da04d0eac4b56fb0adc6483

Copy

Go To Visit Page

The patients who have been removed from the visit will receive a notification via email or SMS that the visit has been canceled.

## Canceled: Clinic Portal Appointment Inbox x



**Clinic Portal** <noreply@vsee.com>

to me ▾

Dear **Brianna Williams**,

Your **Clinic Portal** appointment with **Dr. Sara Miller** has been canceled.

Date: **02:45 AM on Fri, Sep 27 2024 (PDT)**

If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com) or (650) 772-6259.

Thank you for using **Clinic Portal**!

↩ Reply

➦ Forward



If you have any questions, please contact us at [help@vsee.com](mailto:help@vsee.com).

Tags

cancel appointment

group appointments