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.

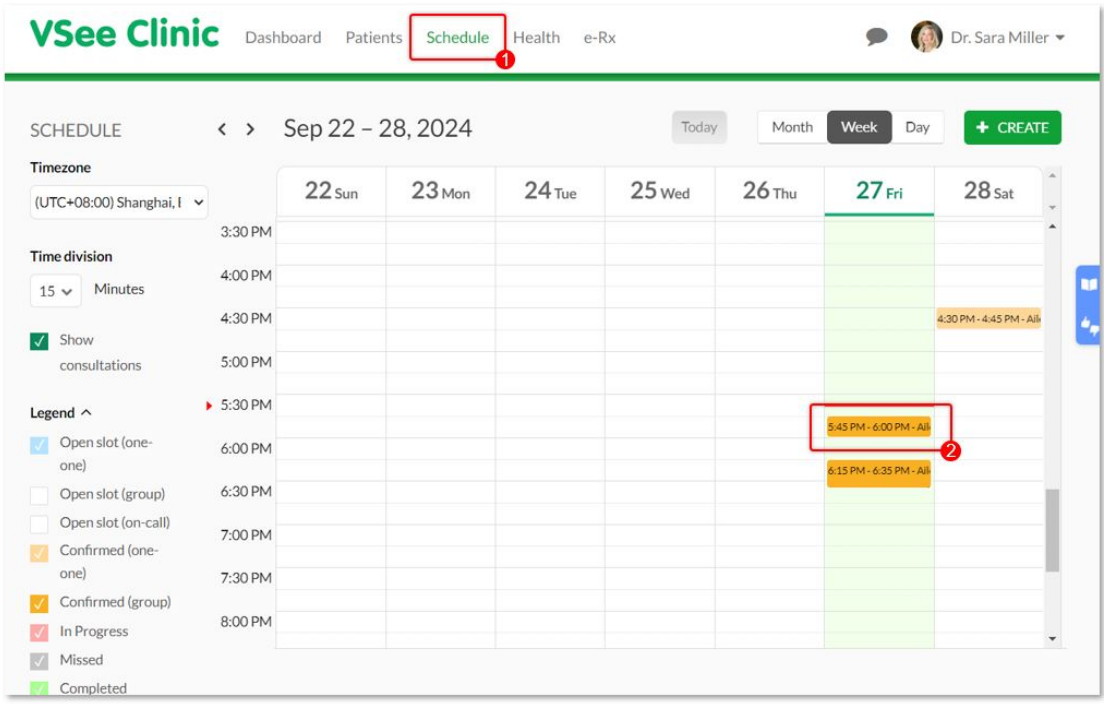
There are two ways that you can cancel a group appointment:

- How to Cancel the Entire Group Appointment
- How to Cancel the Group Appointment for Selected Patients Only

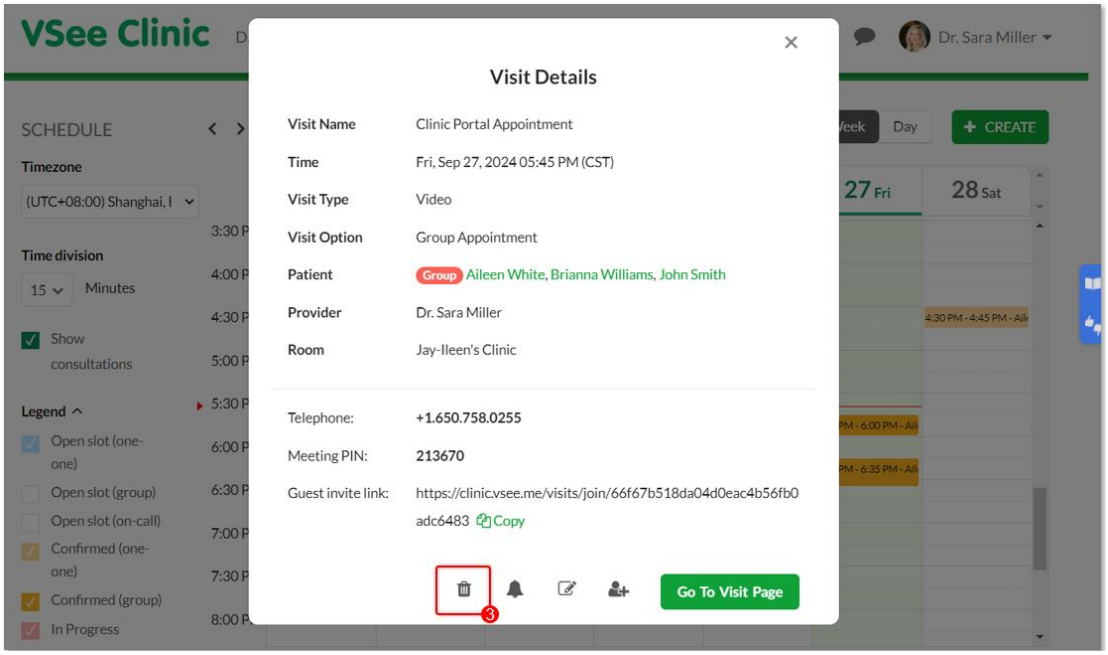
How to Cancel the Entire Group Appointment

1. Click on the **Schedule** tab.

2. Click on the group appointment you want to cancel.

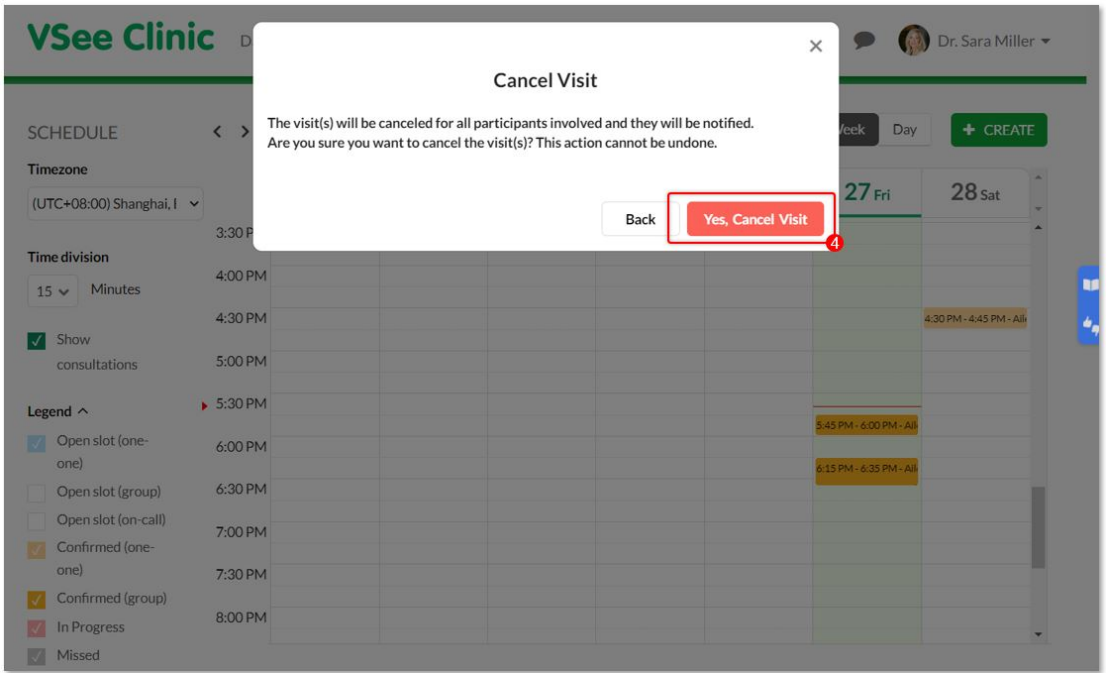


3. Click on the **trash** icon.



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

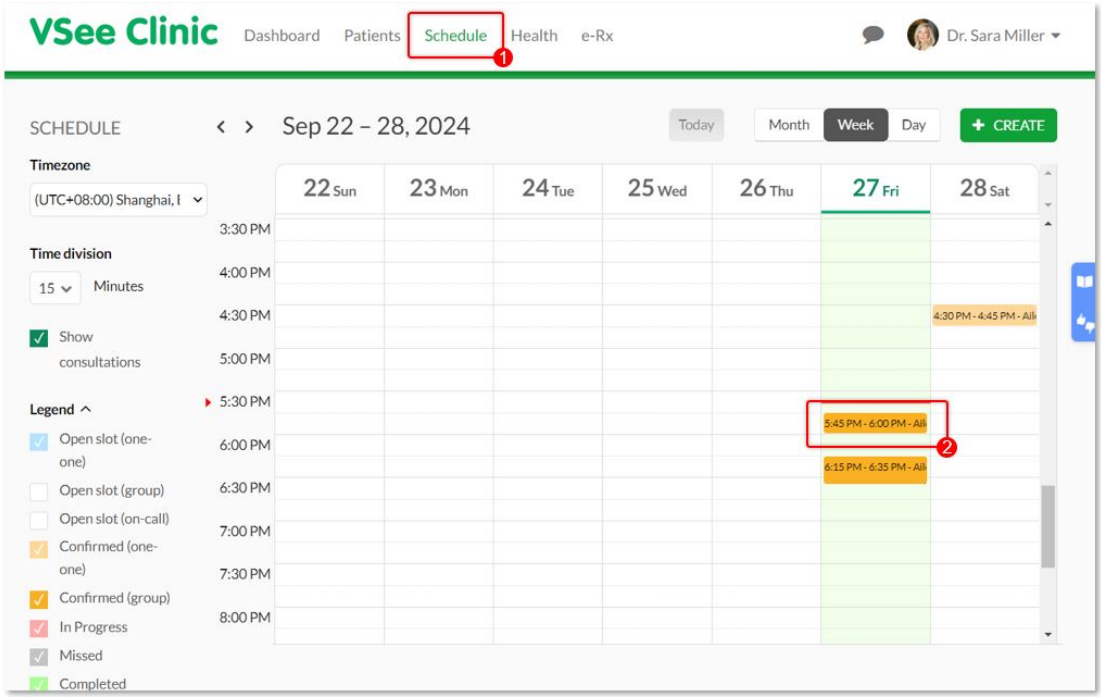
All patients will receive a notification via email or SMS that the visit has been canceled.



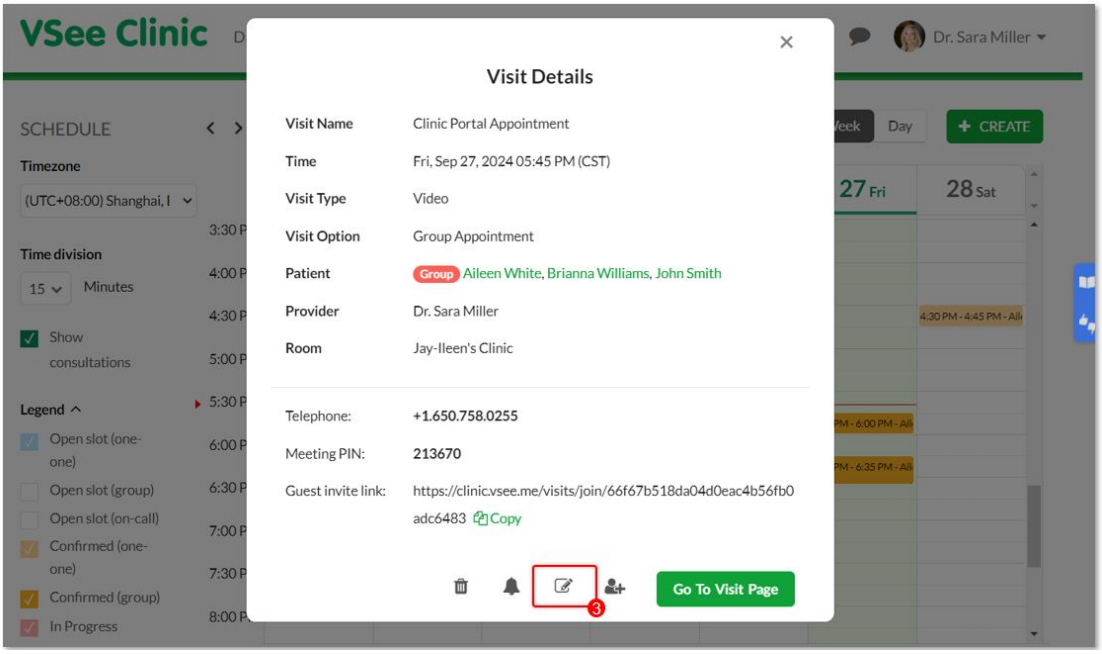
How to Cancel the Group Appointment for Selected Patients Only

1. Click on the **Schedule** tab.

2. Click on the group appointment you want to cancel.

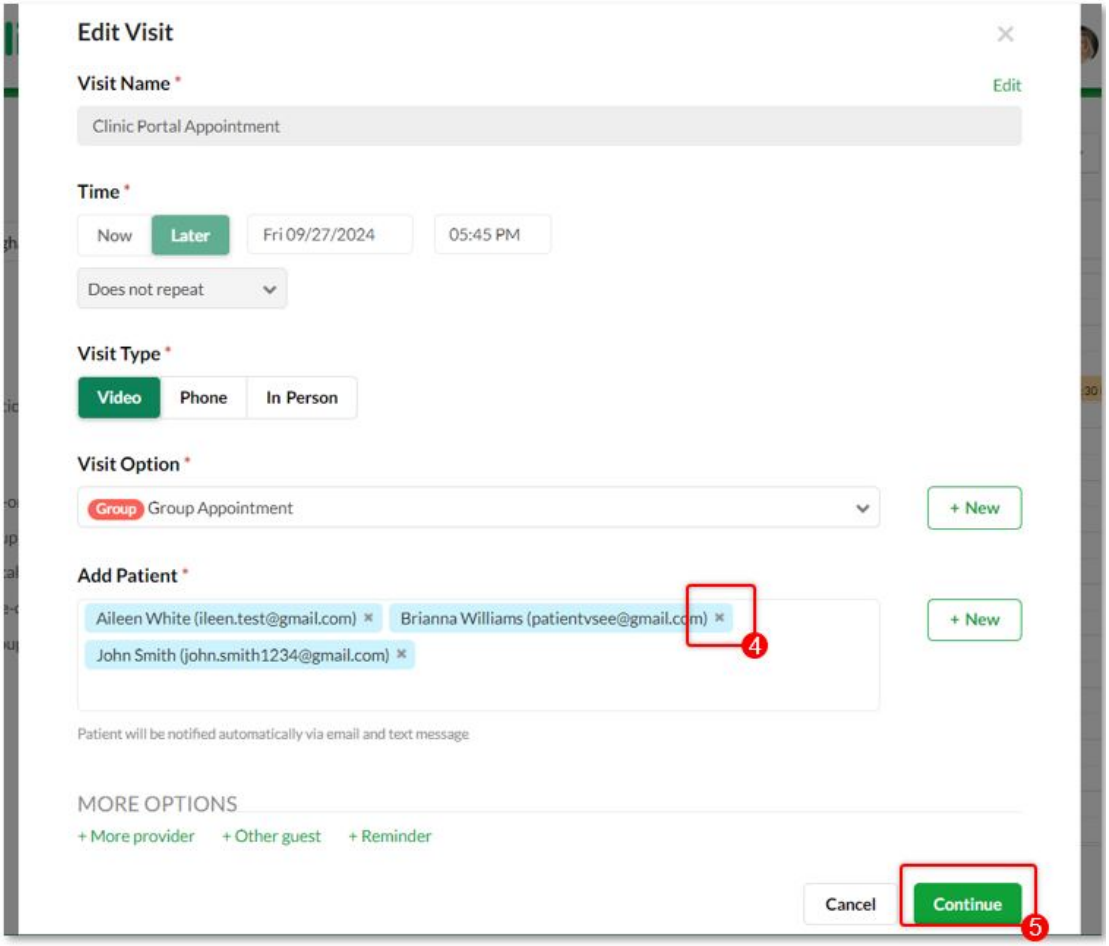


3. Click on the **Edit** icon.

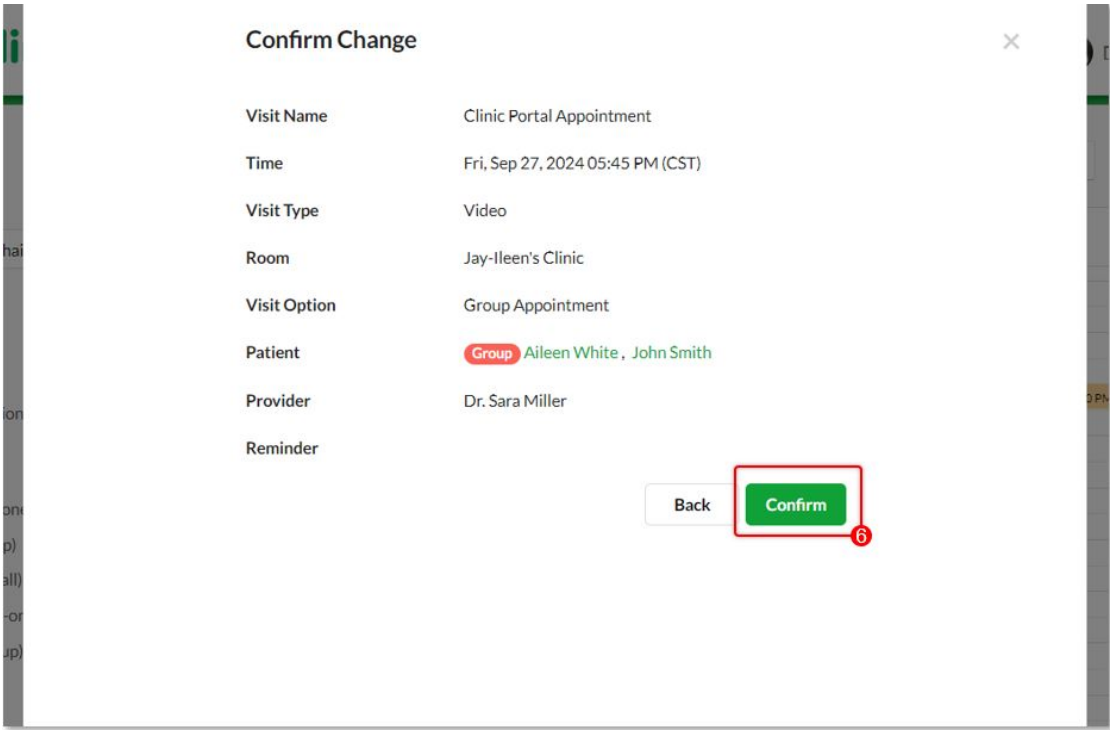


4. Click on the **X** button for the patient or patients you want to be removed from this visit.

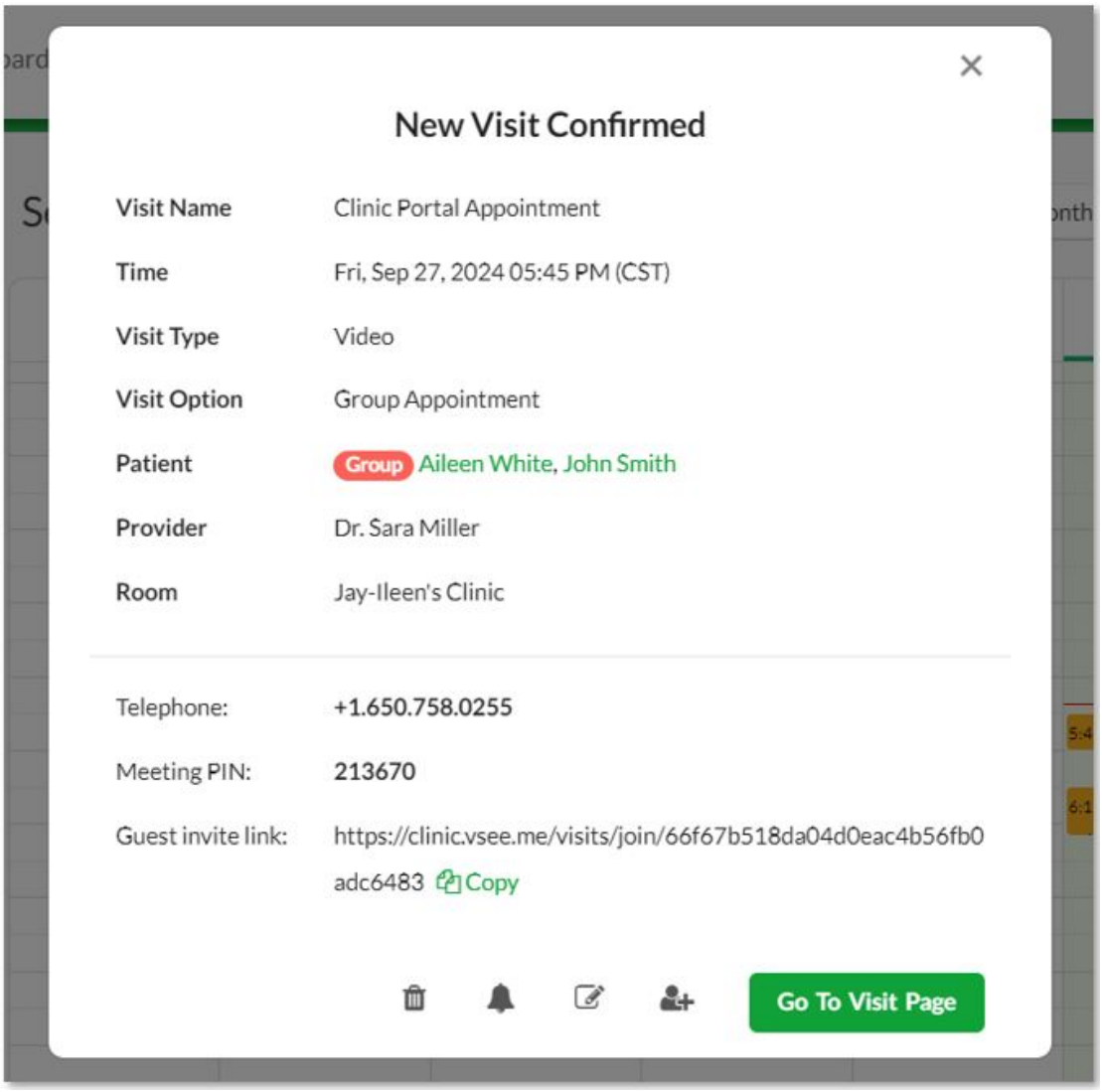
5. Click on **Continue**.



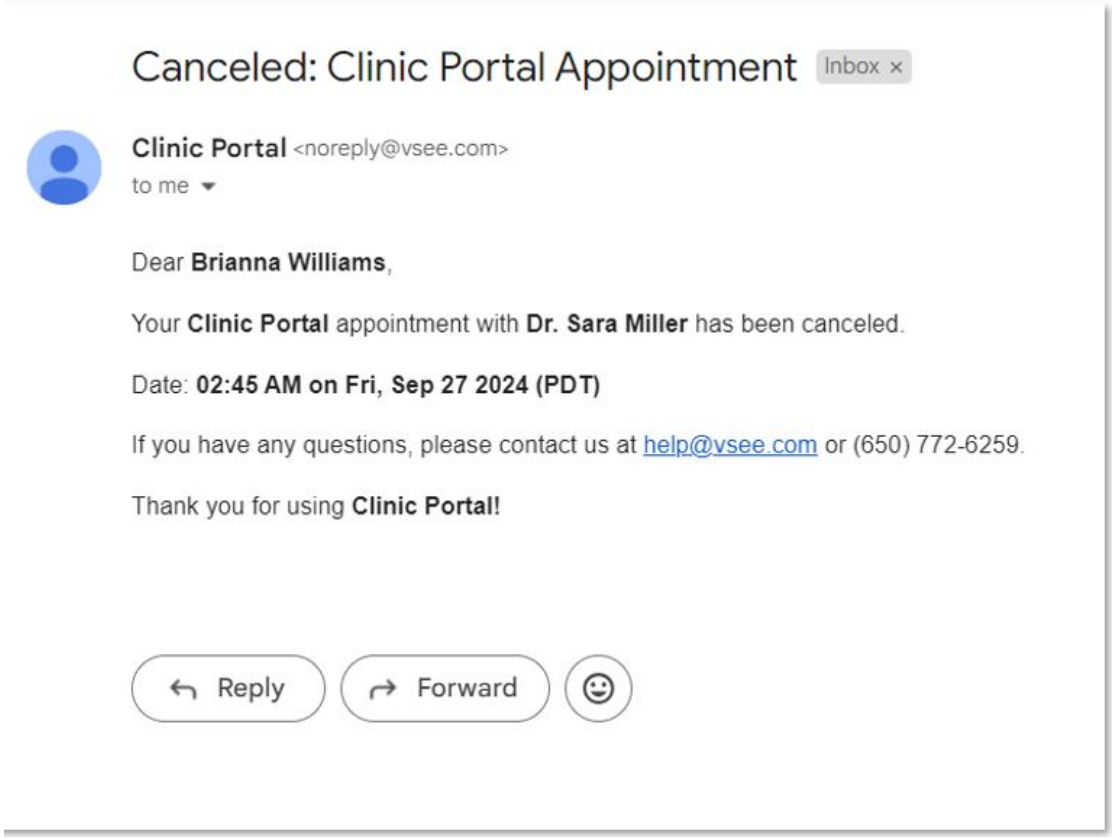
6. Review the details and click on **Confirm**.



The group appointment has been updated.



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



If you have any questions, please contact us at help@vsee.com.

- Tags
- cancel appointment
- group appointments