

## 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.

**VSee Clinic** Dashboard Patients **Schedule** Health e-Rx Dr. Sara Miller

SCHEDULE < > Sep 22 - 28, 2024 Today Month Week Day + CREATE

Timezone  
(UTC+08:00) Shanghai, I

Time division  
15 Minutes

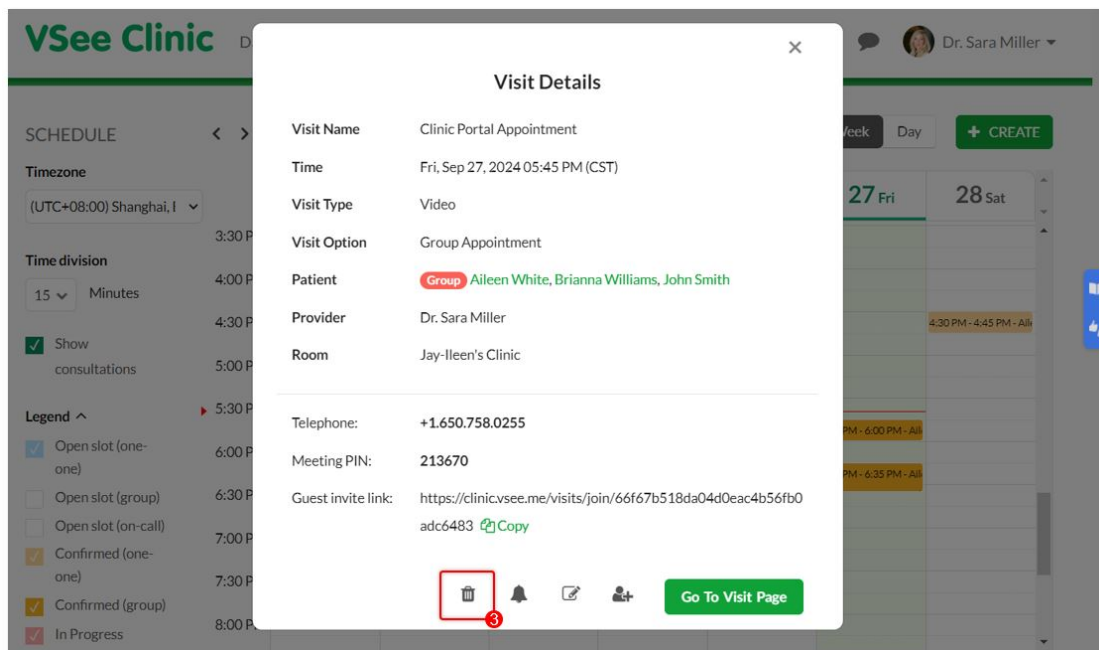
☒ Show consultations

Legend ^

- ☒ Open slot (one-one)
- ☐ Open slot (group)
- ☐ Open slot (on-call)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)
- ☒ In Progress
- ☒ Missed
- ☒ Completed

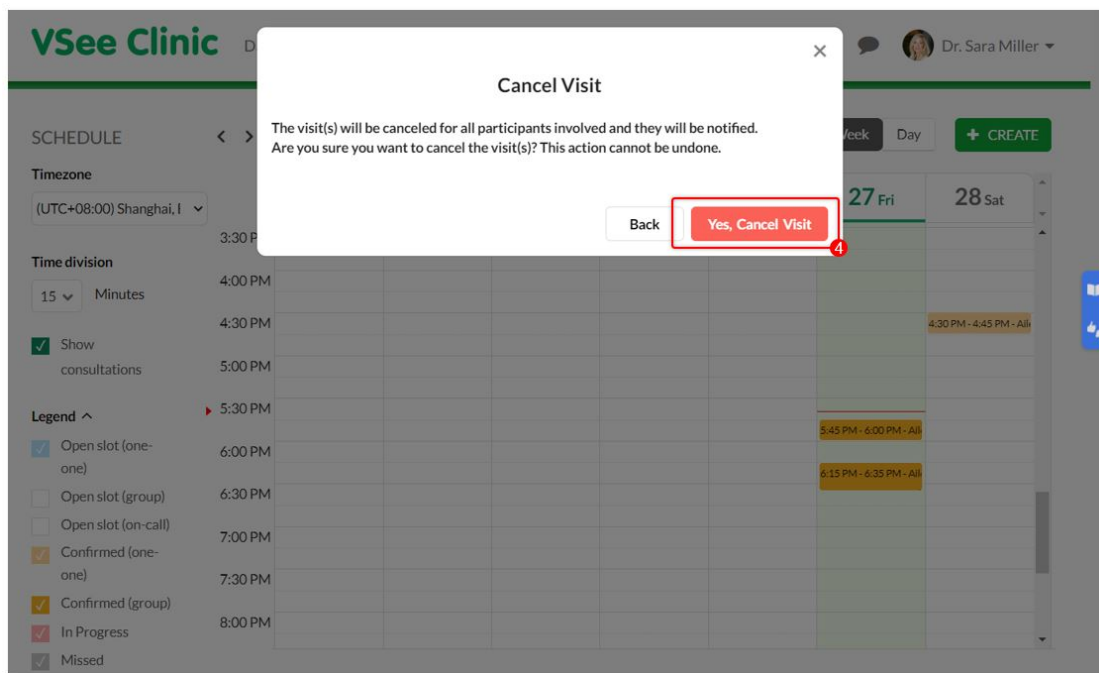
Calendar view showing appointments for Sep 22 - 28, 2024. The appointment on Friday, Sep 27, 2024, from 5:45 PM to 6:00 PM is highlighted with a red box and a red circle with the number 2.

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.

**VSee Clinic** Dashboard Patients **Schedule** Health e-Rx Dr. Sara Miller

SCHEDULE < > Sep 22 – 28, 2024 Today Month Week Day + CREATE

Timezone (UTC+08:00) Shanghai, I

Time division 15 Minutes

☒ Show consultations

**Legend**

- ☒ Open slot (one-one)
- ☐ Open slot (group)
- ☐ Open slot (on-call)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)
- ☒ In Progress
- ☒ Missed
- ☒ Completed

	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat
3:30 PM							
4:00 PM							
4:30 PM							4:30 PM - 4:45 PM - All
5:00 PM							
5:30 PM						5:45 PM - 6:00 PM - All	
6:00 PM						6:15 PM - 6:35 PM - All	
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							

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

**VSee Clinic** D Dr. Sara Miller

SCHEDULE < > Sep 22 – 28, 2024 Today Month Week Day + CREATE

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☒ Show consultations

**Legend**

- ☒ Open slot (one-one)
- ☐ Open slot (group)
- ☐ Open slot (on-call)
- ☒ Confirmed (one-one)
- ☒ Confirmed (group)
- ☒ In Progress

**Visit Details**

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, Brianna Williams, John Smith

Provider: Dr. Sara Miller

Room: Jay-Ileen's Clinic

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Telephone: +1.650.758.0255

Meeting PIN: 213670

Guest invite link: <https://clinicvsee.me/visits/join/66f67b518da04d0eac4b56fb0adc6483> [Copy](#)

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	<div>Group</div> Aileen White , John Smith
Provider	Dr. Sara Miller
Reminder	

Back

Confirm

The group appointment has been updated.



## 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](#)