

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:

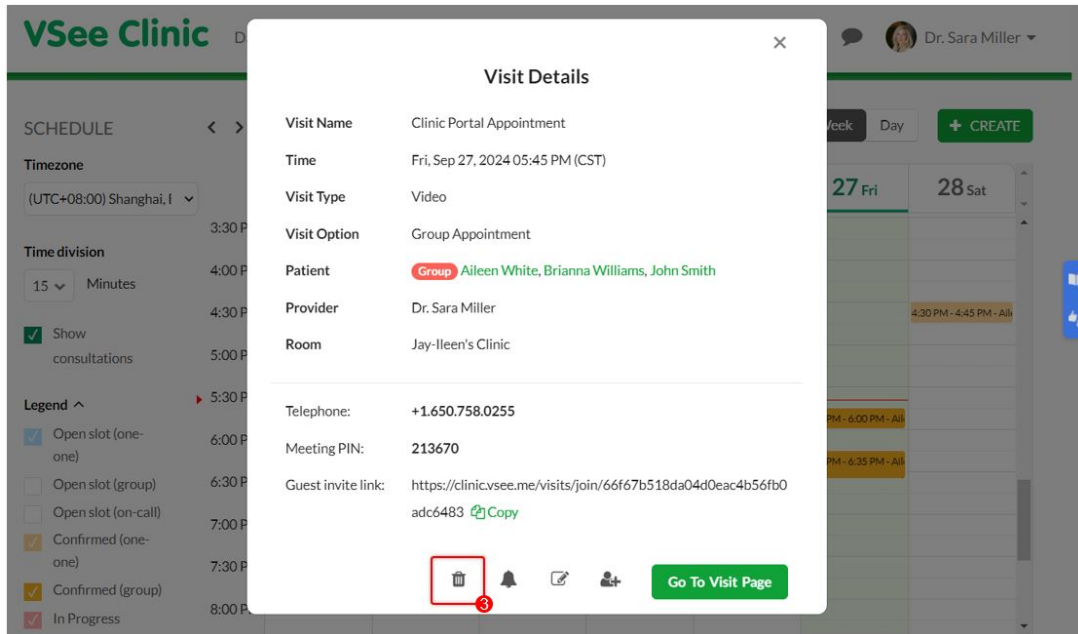
- [How to Cancel the Entire Group Appointment](#)
- [How to Cancel the Group Appointment for Selected Patients Only](#)

How to Cancel the Entire Group Appointment

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

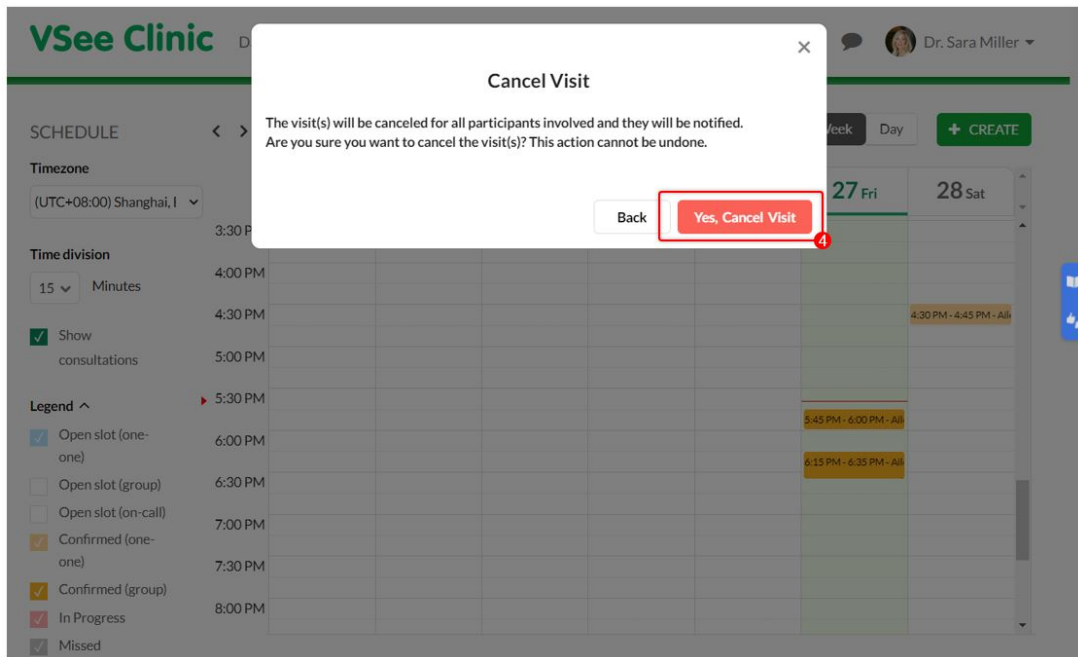
The screenshot displays the VSee Clinic interface. At the top, the navigation bar includes 'Dashboard', 'Patients', 'Schedule' (highlighted with a red box and a red circle containing the number 1), 'Health', and 'e-Rx'. The user profile 'Dr. Sara Miller' is visible on the right. The main content area is titled 'SCHEDULE' and shows a calendar for 'Sep 22 - 28, 2024'. The calendar view is set to 'Week'. The time zone is '(UTC+08:00) Shanghai, I'. The time division is set to '15 Minutes'. The legend on the left includes options for 'Open slot (one-one)', 'Open slot (group)', 'Open slot (on-call)', 'Confirmed (one-one)', 'Confirmed (group)', 'In Progress', 'Missed', and 'Completed'. The calendar shows a group appointment on Friday, September 27, from 5:45 PM to 6:00 PM, which is highlighted with a red box and a red circle containing the number 2. Other appointments are visible on Saturday, September 28, and Sunday, September 29.

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

Calendar slots for 27 Fri: 4:30 PM - 4:45 PM - All, 5:45 PM - 6:00 PM - All, 6:15 PM - 6:35 PM - All

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

VSee Clinic D Dr. Sara Miller

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

Telephone: +1.650.758.0255

Meeting PIN: 213670

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

Icons: Delete, Notifications, **Edit** (3), Add Participants

Go To Visit Page

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 * Edit
Clinic Portal Appointment

Time *
Now Later Fri 09/27/2024 05:45 PM
Does not repeat ▾

Visit Type *
Video Phone In Person

Visit Option *
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** 5

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** 6

The group appointment has been updated.

board

month

S

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 or (650) 772-6259.

Thank you for using **Clinic Portal**!

↩ Reply

➦ Forward



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

Tags

cancel appointment

group appointments