

How to Cancel a Group Appointment

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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