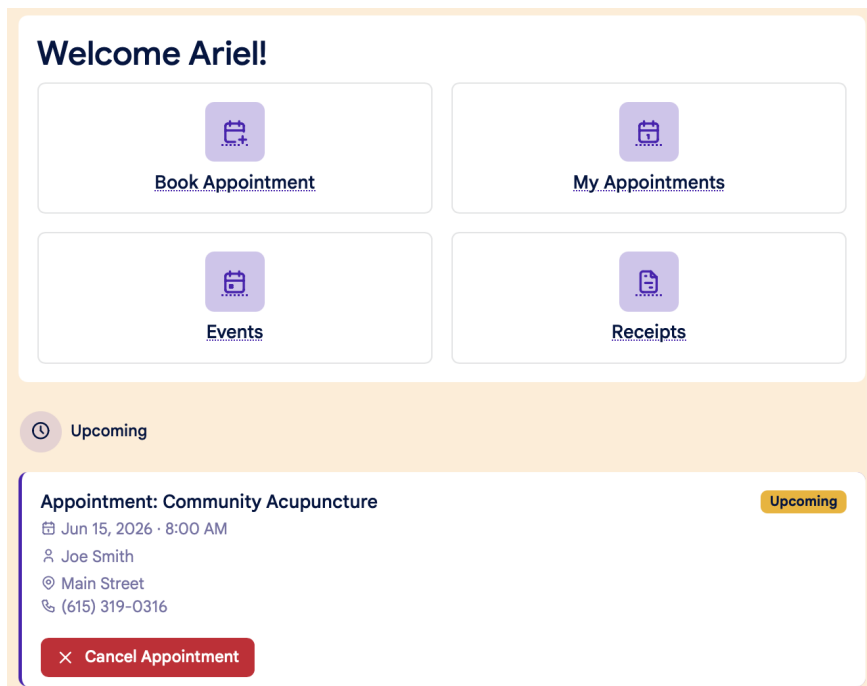


How to Cancel an Appointment

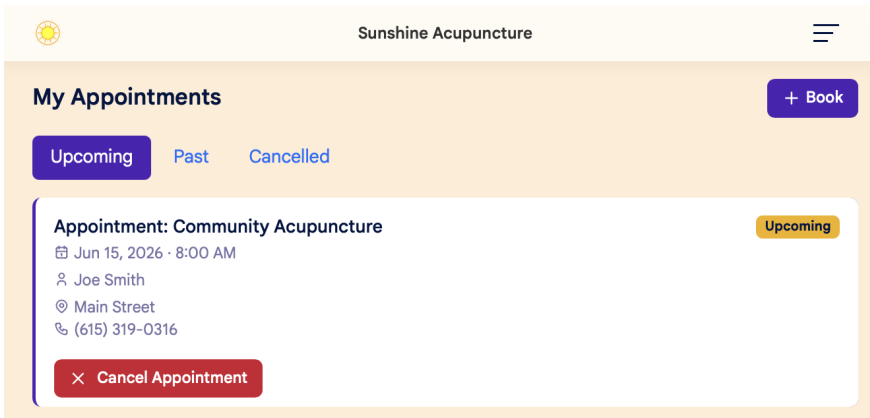
Here's how to easily cancel an appointment on the patient portal:

You can cancel an appointment in three different places:

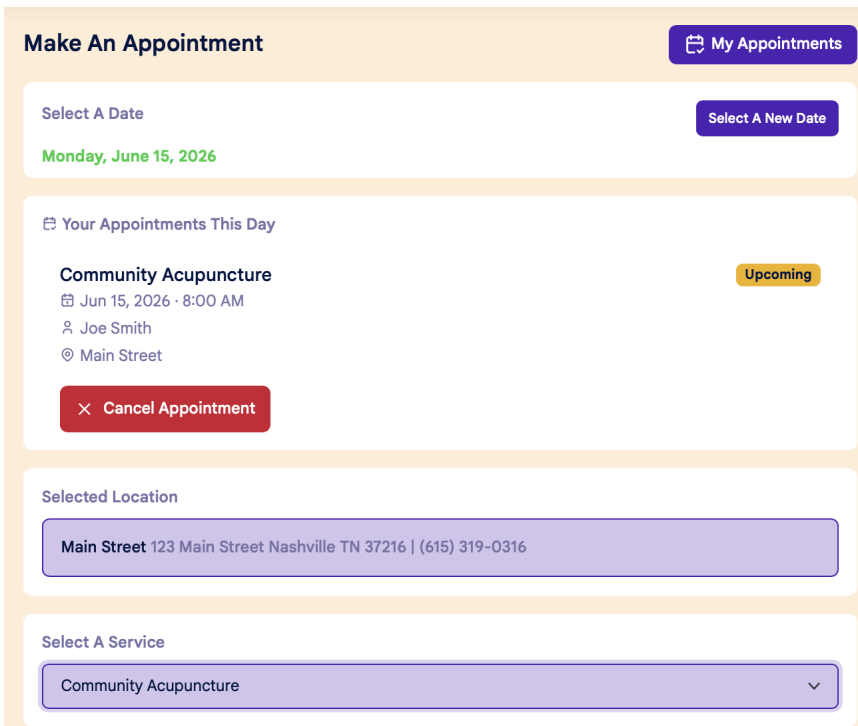
1. On the Dashboard screen:



2. On your My Appointments page:

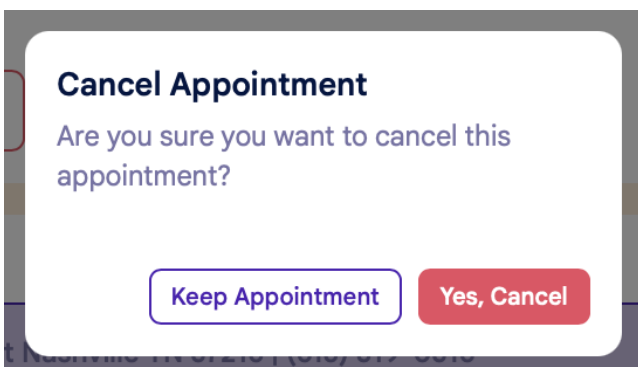


3. On the Calendar page:



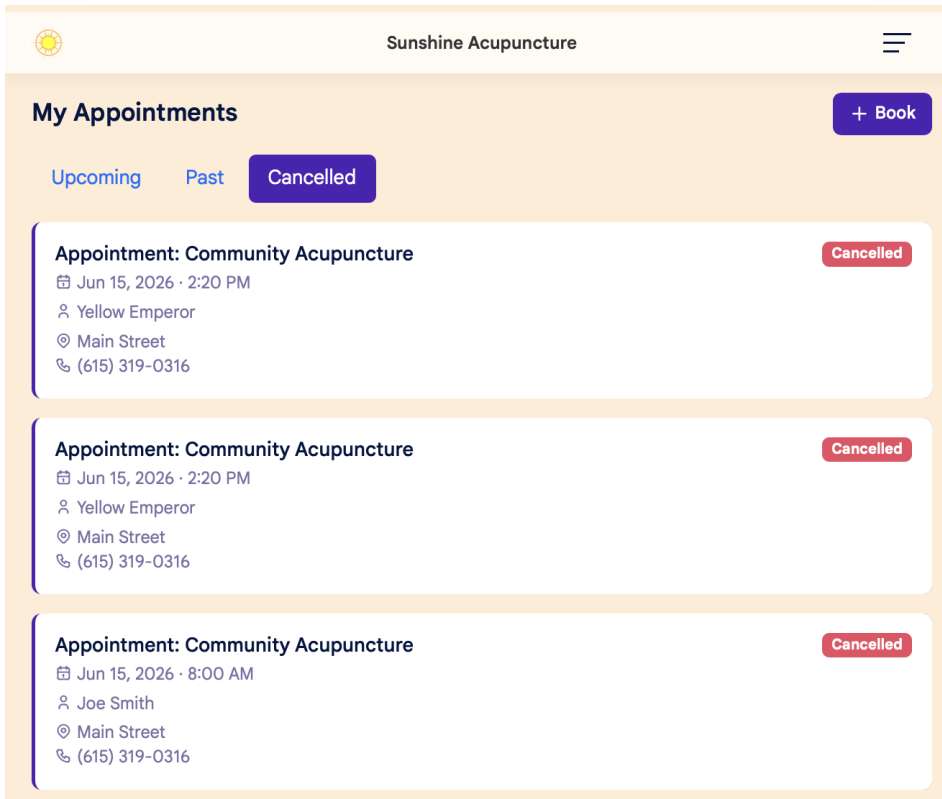
Confirm Cancellation:

After clicking the Cancel Appointment button, you'll see a popup window to confirm your cancellation. Click "Yes, Cancel" to confirm the cancellation, or "Keep Appointment" to return to the previous screen:



Viewing Canceled Appointments

You can view a list of your canceled appointments on the My Appointments page, under the Cancelled tab:



The screenshot shows a mobile application interface for 'Sunshine Acupuncture'. At the top, there is a header with a sun icon, the business name 'Sunshine Acupuncture', and a menu icon. Below the header is a section titled 'My Appointments' with a '+ Book' button. Underneath, there are three tabs: 'Upcoming', 'Past', and 'Cancelled', with 'Cancelled' being the active tab. The main content area displays three appointment cards, each with the title 'Appointment: Community Acupuncture' and a 'Cancelled' status label. The first two appointments are for 'Yellow Emperor' on 'Jun 15, 2026 - 2:20 PM' at 'Main Street' with phone number '(615) 319-0316'. The third appointment is for 'Joe Smith' on 'Jun 15, 2026 - 8:00 AM' at the same location and phone number.

Revision #8

Created Thu, Jun 11, 2026 6:51 PM by [Alexa Hulsey](#)

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