
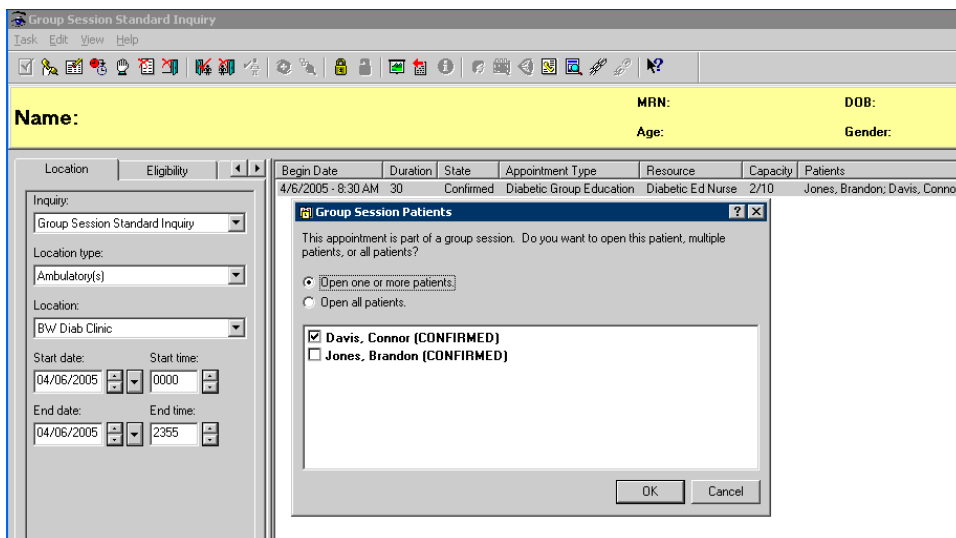


# Appointment Scheduling

## Group Appointment Cancellation and Group Session Inquiries



1. Open Appointment Inquiries by clicking on the  icon at the top of the screen. The Appointment Inquiries window displays.
2. Use the arrow buttons to navigate to the Location tab and click on that tab.
3. Choose Group Session Standard Inquiry from the Inquiry dropdown.
4. Choose Ambulatory from the Location Type dropdown and the appointment location from the Location dropdown.
5. Ensure that your date range is set to include the appropriate timeframe and press the Find button.
6. Highlight the appropriate group session, right click and choose Cancel. The Group Session Patients window will display asking which patients you would like to choose. Select one of the patients you scheduled above and press the OK button.



7. The Cancel window will display. Select Patient Requested from the Cancel Reason dropdown and press the OK button.
8. You will now see the Capacity number decrease for the session which your patient was originally booked.