# Appointment Scheduling

Appointment Cancellation

There are multiple methods for canceling appointments. The most commonly used are to perform the action from an Inquiry, from right-clicking on the appointment within the grid area or using the Cancel icon on your toolbar.

To cancel an appointment through an Inquiry, first open the appropriate Inquiry. You may search by the patient's name using the Person Inquiry, search for the appointment by the Resource name using the Resource Inquiry, or search by the appointment's scheduled location using the Location Inquiry.

Select the Inquiry type of your choice, fill out the appropriate search criteria and press the FIND button.

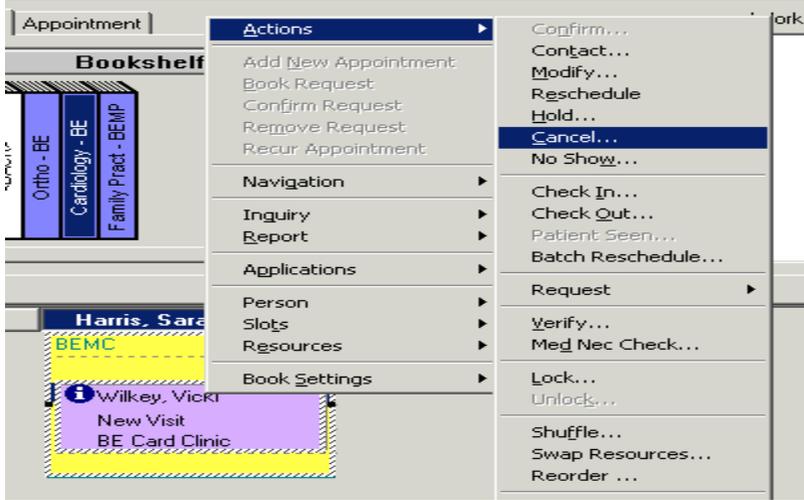Highlight the appointment you wish to cancel, right click and choose Cancel.
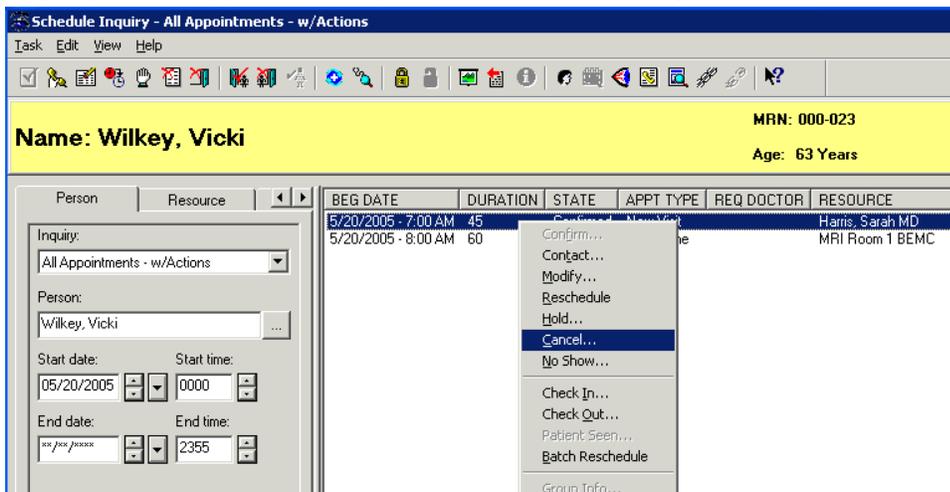
The Cancellation window will display. Select an appropriate reason in the Cancel Reason dropdown and press the OK button.
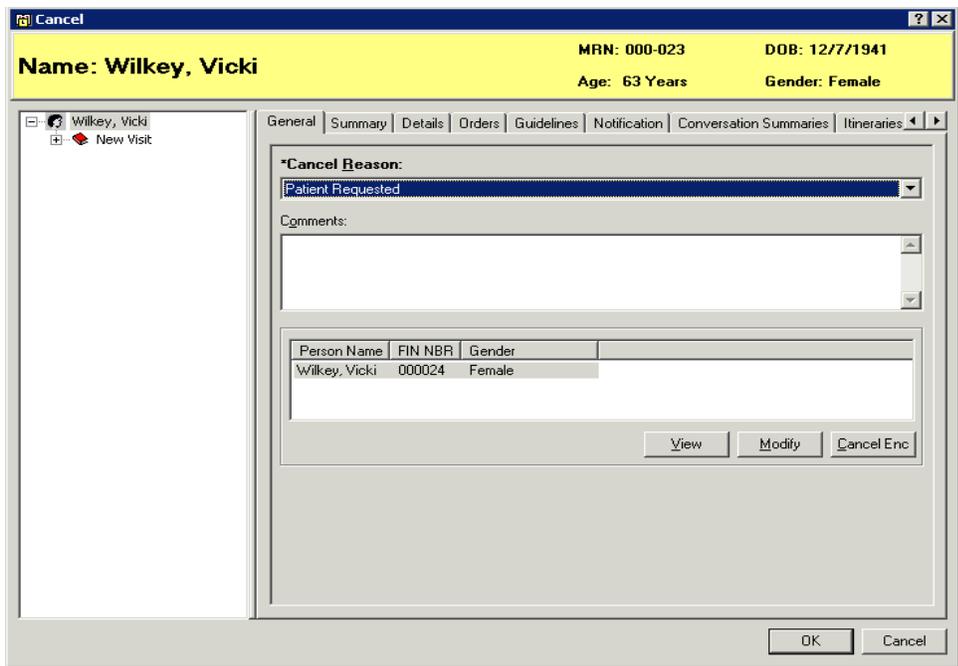
The appointment is now in a cancelled status. If there are orders associated to the appointment you are canceling, you may also be prompted to enter a cancel reason for the order.

You may also cancel appointments directly within the grid area. To accomplish this, right click, go to Actions, then Cancel.

The Cancellation window will display and the same steps as above are followed.

Another method for canceling appointments is to use the Cancel icon.

Again, highlight the appointment you want to cancel, and then click the cancel icon at the top of your screen.

The Cancellation window will display the same as in the previous methods of appointment cancellation.

After Cancelling the Scheduled encounter, you must go into PM Launch Icon ⬤ and cancel the pre admit encounter.

Pick Discharge on drop down, chose proper encounter, and then for Discharge disposition:

CANCELLED ENCOUNTER and Discharge Location: **CANCEL**