## Tip Sheet : 0:

## Cancel/Reschedule Covid Vaccination Appointment

This tipsheet will walk you through the steps to take if you need to cancel or reschedule an appointment that was created through the –Open Scheduling Appointment website.

\*The only way to cancel/reschedule online is by creating a MyChart account

To sign up go to: https://mychart.salemhealth.org/

- Select Sign up without activation code
- Follow all required prompts to create your MyChart account

## Try It Out

1. Sign into your MyChart account. On your homepage you will see **Appointment Details**. In the appointment that was set up choose **Reschedule appointment**.

APR	First Dose COVID 19 Vaccination	
<b>19</b> Mon	Starts at 12:15 PM PDT (15 minutes) Marion County Fairgrounds COVID Vaccination Clinic 2330 17th St NE SALEM OR 97301	Reschedule appointment

2. On the **Reschedule Appointment** page you first see the original appointment, below that is the **What time** works for you? You will be able to select a different date and time. Select **Continue**.

Reschedule Appointment Start over						
(1) Time			erify and schedule			
Original appointment information						
First Dose COVID 19 Vaccination with SH COVID VACCINE - 1ST DOSE Monday April 19, 2021 12:15 PM (15 minutes) Marion County Fairgrounds COVID Vaccination Clinic SALEM OR 97301						
What time works for you?						
Start search on Wednesday April 14, 2021						
	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	
Times All available times	5:00 PM	5:15 PM	5:30 PM	5:45 PM		



3. The final page requests a reason for the rescheduling and the final step is to select **Schedule**. You will receive a confirmation of the change.

Reschedule Appointment			
Start over			
Friday April 16, 2021 8:15 AM	Verify and schedule		
New appointment information Click the Schedule button if everything looks correct.			
First Dose COVID 19 Vaccination with SH COVID VACCINE - 1ST DOSE	*Why do you want to reschedule this appointment? Weather Illness Lack of Transportation Out of Town Other		
<ul> <li>Friday April 16, 2021 8:15 AM (15 minutes)</li> <li>Marion County Fairgrounds COVID Vaccination</li> </ul>	Comments:		
2330 17th St NE SALEM OR 97301	Schedule		

How to Cancel an Appointment

1. Sign into your MyChart account. On your homepage you will see **Appointment Details**. In the appointment that was set up choose **Cancel Appointment**.



2. On the **Cancel Appointment** page you will choose a reason for cancelling and **Confirm cancellation**. The appointment is now cancelled.

