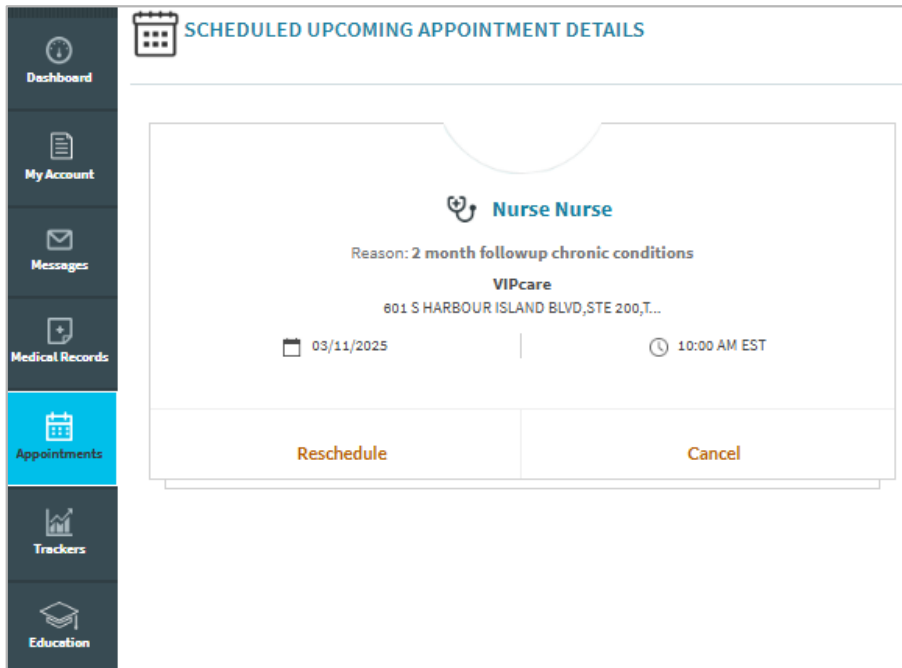


# Patient Portal Appointments

# Request Appointment, Reschedule / Cancel Appointment

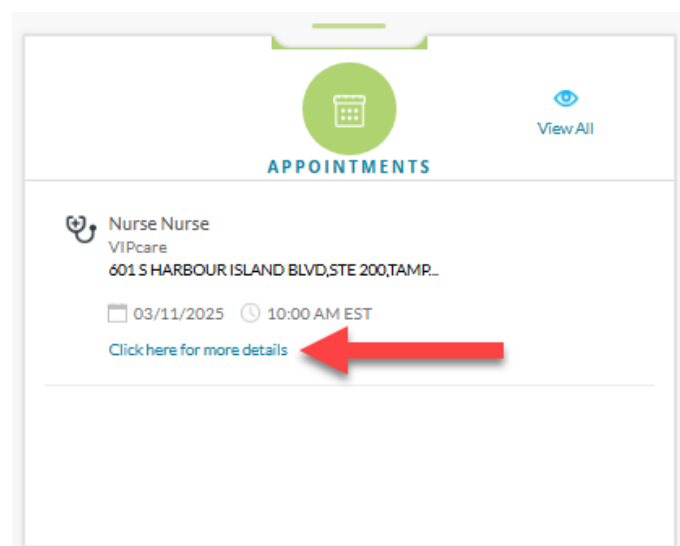
To view an upcoming appointment,

1. Click Appointments from the menu on the left
2. Select Upcoming Appointments
3. Reschedule and Cancel options are available



## From the Dashboard,

1. Access the Appointment tile
2. Select Click here for more details
3. Reschedule and Cancel options are available



# Rescheduling

1. Click on Reschedule
2. Complete all fields on the Reschedule Request form
3. A VIPcare Team Member will contact the patient to reschedule

← RESCHEDULE APPOINTMENT REQUEST

\*Facility:  \*Provider:

\*Appointment type:  \*Reason For Visit:

PREFERRED DATE RANGE:

\*From:  \*To:

FIRST PREFERENCE:

\*Day:  \*Time:

SECOND PREFERENCE:

\*Day:  \*Time:

CONTACT DETAILS:

\*Preferred Method Of Contact:  \*Email:


\*Contact Number:  Ext.

Previous appointment Data  
Date: 03/11/2025 Time: 10:00 AM Reason: 2 month followup chronic conditions Provider: Nurse Nurse Facility: VIPcare

\* Reason For Reschedule:

# Cancelling

1. Click on Cancel
2. Enter a reason for the cancellation
3. Click Submit

 CANCEL APPOINTMENT REQUEST

To: Appointment at VIPcare

Previous appointment Data

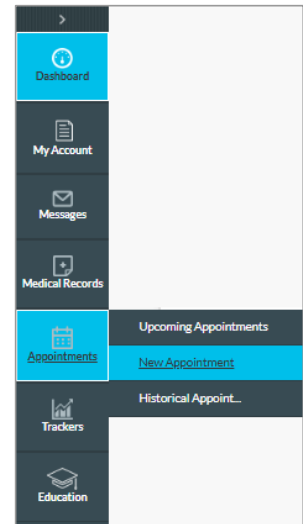
Date:	Time:	
03/11/2025	10:00 AM	
Reason:	Provider:	Facility:
2 month followup chronic conditions	Nurse Nurse	VIPcare

\* Reason For Cancellation:

# Requesting an Appointment

To request an appointment,

1. Click Appointments from the menu on the left
2. Select New Appointment
3. Complete all fields on the Appointment Request form
4. A VIPcare Team Member will contact the patient to schedule



**NEW APPOINTMENT REQUEST**

Facility: \*  Provider: \*

Appointment Type: \*  Reason For Visit: \*

**PREFERRED DATE RANGE:**

From: \*  To: \*

**FIRST PREFERENCE:**

Preference Day: \*  Time: \*

**SECOND PREFERENCE:**

Preference Day:  Time:

**CONTACT DETAILS:**

Preferred Method Of Contact: \*  Email: \*

Contact Number: \*  Ext.: