

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.

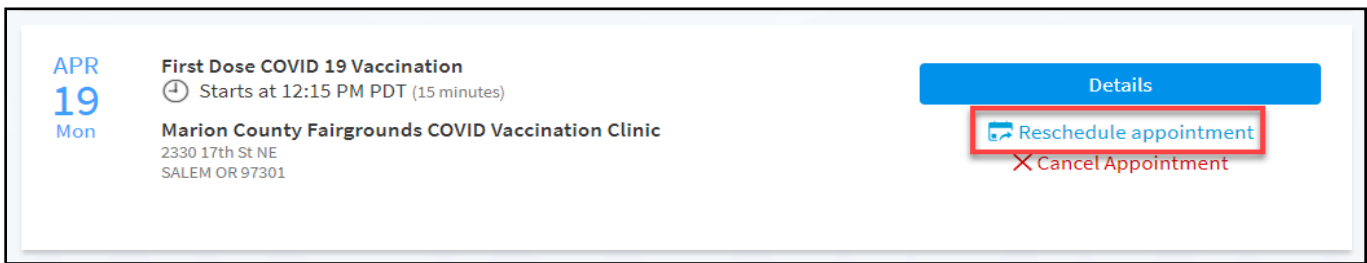
***The only way to cancel/reschedule online is by creating a MyChart account**

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

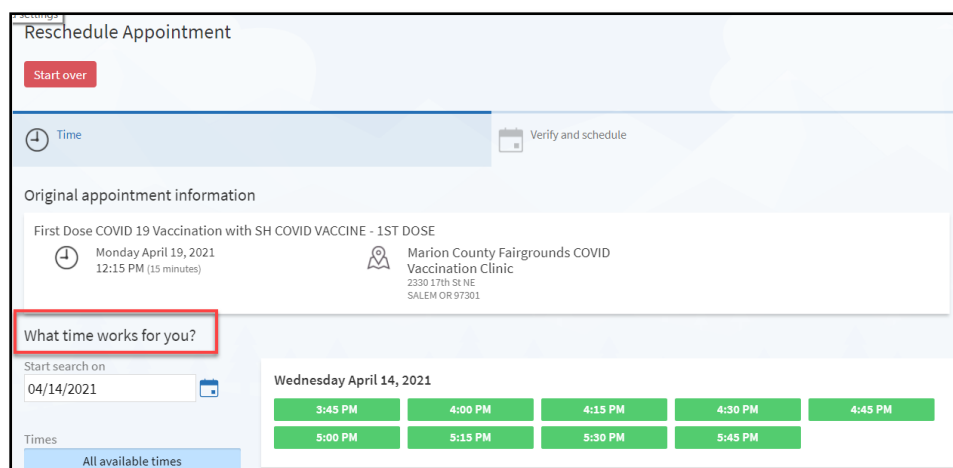
- Select Sign up without activation code
- Follow all required prompts to create your MyChart account

Try It Out

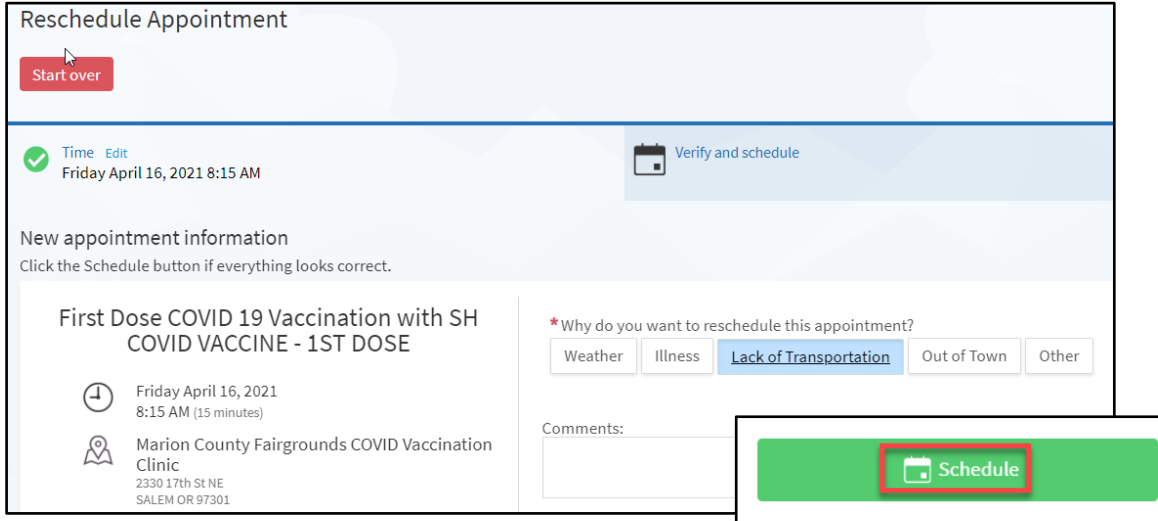
1. Sign into your MyChart account. On your homepage you will see **Appointment Details**. In the appointment that was set up choose **Reschedule appointment**.



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**.

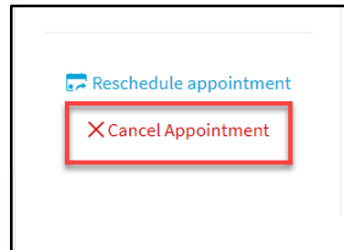


3. The final page requests a reason for the rescheduling and the final step is to select **Schedule**. You will receive a confirmation of the change.



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.

