Topic: How to Cancel and Reschedule a COVID-19 Vaccination via MyChart

Description: This tip sheet is a guide on how to cancel and reschedule a COVID-19 vaccination.

Cancel a COVID-19 Vaccination via MyChart

- 1. From your **Visits** activity (a) locate your vaccine appointment under the **Upcoming and Past Visits** section (b) and click the **Cancel Appointment** (c).
- 2. Follow the prompts to cancel your appointment.

MyChart UTSouthwestern ** Epic Medical Center						₿ I	og out	
Menu (†) Schedule an Immunization 🖾 Messages 🗔 Visits 💰 Request Rx Renewal					P	Pati	ent 🔻	
Appointments and Visits	÷							
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Upcoming Visits		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
Next / Days	14	15	16	17	18	19	20	
3 ④ Starts at 10:45 AM CST Pre Check-in	21	22	23	24	25	26	27	
Wed UTSouthwestern COVID-19 Vaccination Clinic - WCB3 Details	28	29	30	31				
9th from Conference Center DALLAS TX7390 2144532-0201 C XCancel appointment	Rela	ted l	inks	5				
	Ŧt	Docu	iment	Center				

3. Confirm the cancellation.

	UT Southwestern Medical Center		P 🔭 🕞 Logout
Cancel Appointment		æ	
Confirm Cancellation			
WARNINGI The appointment(s) listed b one appointment is listed below, those appointments will be canceled.	elow will be canceled when you click the Confirm Cancellation button. If appointments are linked together in the scheduling system and ALL of thes	more than se	
If you only want to cancel some , but no Appointment Details page and call the i	t ALL, of the appointments listed, please click the Back button to return the ndividual appointment location to cancel.	2.	
You should not use MyChart if you have a Please call your provider's clinic by phon	n urgent matter to discuss with your provider. e. For a listing of clinics please click HERE.		
If you are experiencing a medical emerge	ency, dial 911 or go to your nearest emergency facility.		
MAR COVID-19 Vaccine 1st Dose UTSouthwestern COVID-19 Vaccination Clinic - WCB3 2021 Starts at 10:45 AM CST			
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Reschedule a COVID-19 Vaccination via MyChart

If you've had to cancel your original vaccination appointment you will still be able to reschedule.

1. From the MyChart Welcome Screen you will see you have an available vaccination appointment. Click on the blue **Schedule Now** button.

MyChart ^{by} Epic	UT Southwestern Medical Center	► Log out
enu Menu	TSchedule an Immunization 🖾 Messages 💼 Visits 💰 Request Rx Renewal	P Patient -
Welcome!		
You have 2021.	e an appointment that needs to be scheduled. Make sure to schedule your COVID-19 Vaccination by Friday September 03,	Schedule Now

2. From here you can continue the scheduling process.

MyChart ** Epic			UT Southwestern Medical Center	► Log out
😑 Menu († Sc	hedule an Immunization	Messages 🕞 Visits	Request Rx Renewal	P Patient -
Schedule an Ap	pointment			
Appointments you	need to schedule			
COVID-19 Vaccinatio	n			
Ordered by UT Southwes Center	tern Medical			
Schedule before 9/3/2021	Schedule now			

Appointment times will display as slots become available.

If you would like to see further details about subsequent scheduling screens, see Step 5 onward in these step-by-step <u>scheduling instructions</u> available on our <u>COVID-19 Vaccination page</u>.