

Cancel Appointment (within 72 hours)

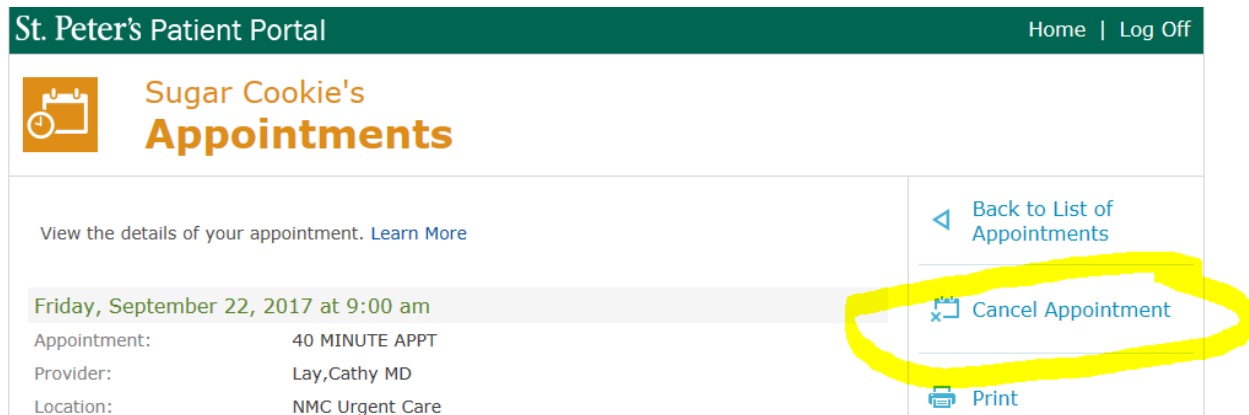
How To Cancel Your Appointment On The Patient Portal

Many (not all) appointments are now available for cancellation from the Patient Portal up to 72 hours (3 days) before the appointment time.


The St. Peter's organization worked hard to make as many appointments as possible available for cancellation. Some appointments are not eligible because they require additional resources be scheduled along with them. Allowing cancellation of those types of appointments could result in those resources being wasted, so they are excluded.

If your appointment is not eligible for cancellation via the Patient Portal, please call the appropriate number at the top of the Appointments page on the Patient Portal to cancel your appointment.

If your appointment is eligible for cancellation from the Patient Portal, it will look like what you see below after you select it:



St. Peter's Patient Portal Home | Log Off

 Sugar Cookie's
Appointments

View the details of your appointment. [Learn More](#)

Friday, September 22, 2017 at 9:00 am

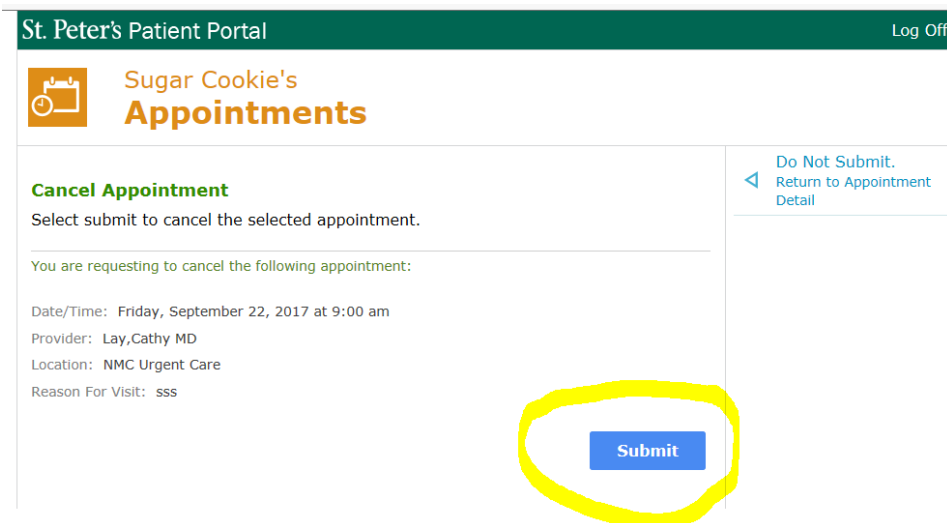
Appointment:	40 MINUTE APPT
Provider:	Lay,Cathy MD
Location:	NMC Urgent Care

[Back to List of Appointments](#)


[Cancel Appointment](#)

[Print](#)

Select > Cancel Appointment. Verify that it's the correct appointment.



St. Peter's Patient Portal Log Off

 Sugar Cookie's
Appointments

Cancel Appointment

Select submit to cancel the selected appointment.

You are requesting to cancel the following appointment:

Date/Time:	Friday, September 22, 2017 at 9:00 am
Provider:	Lay,Cathy MD
Location:	NMC Urgent Care
Reason For Visit:	sss


[Do Not Submit. Return to Appointment Detail](#)

[Submit](#)

Select > Submit.

If you change your mind before you submit, **Select > Back to List of Appointments** without submitting.

St. Peter's Patient Portal Log Off

 **Sugar Cookie's Appointments**

Cancel Appointment

Select submit to cancel the selected appointment.

You are requesting to cancel the following appointment:


Date/Time: Friday, September 22, 2017 at 9:00 am

[Do Not Submit. Return to Appointment Detail](#)

After you submit, the appointment will disappear from your list of appointments. **You will not get an email alert from the Patient Portal telling you that the appointment is canceled.** The schedulers will receive a report every day that shows all the appointments canceled via the Patient Portal.

If you would like to re-schedule the appointment, **Select > Request Appointment** and choose your provider, reason for appointment, and preferred time period of appointment. You will be called by a scheduler who will confirm your appointment time. Please refer to the Patient Portal help sheet, "How to Request an Appointment."

St. Peter's Patient Portal Home | Log Off

 **Sugar Cookie's Appointments**

Your upcoming or pending appointments display on this page.

PLEASE CLICK ON EACH APPOINTMENT BELOW, as additional information may be available including patient instructions related to the appointment.

****NEW FEATURE!!** Many appointments are now available for cancellation from the Patient Portal within 72 hours (3 days) of the appointment time. If the appointment is eligible, you'll see a "Cancel Appointment" button to the right after you select the appointment.

If the appointment can't be canceled via the Patient Portal, the button will not be visible. In that case, please call the appropriate number below to cancel or change your appointment.

(406) 457-4180 - SMG Broadway Clinic or North Medical Clinic
(406) 457-4170 - St. Peter's Surgical Specialists
(406) 447-2912 - Hospital Procedures/Services [Learn More](#)

Date	Appointment	Location
Pending	SMG Broadway Clinic Visit	

[Request Appointment](#)
[Print](#)