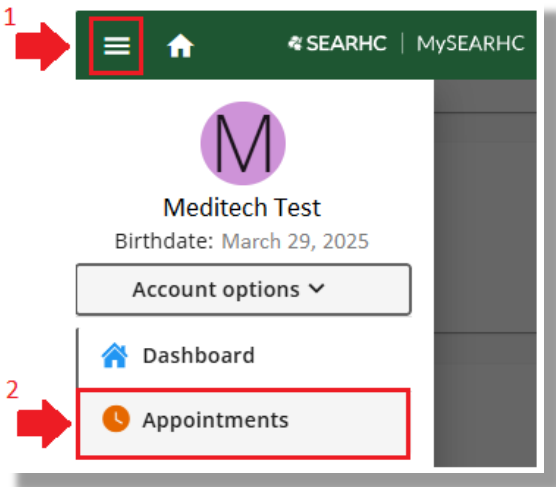
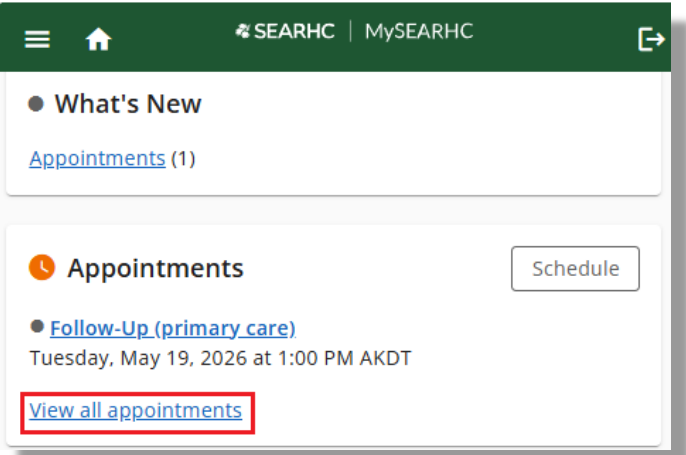
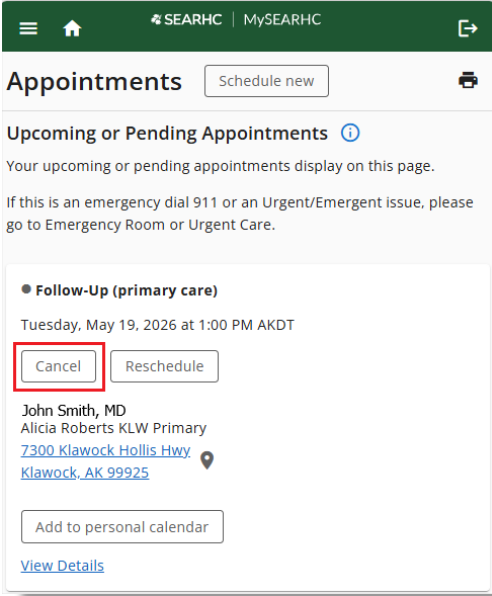
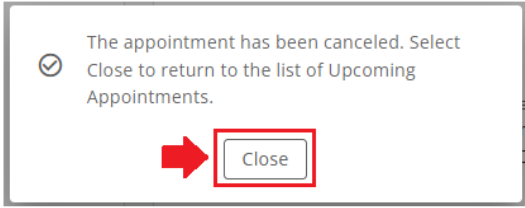


MySEARHC Quick Reference Guide

Cancelling or Rescheduling an Appointment

MySEARHC allows patients and proxy users the ability to cancel and reschedule appointments. When available, these function buttons are located under that appointment on the Appointments page.

<div style="text-align: center; font-size: 2em; font-weight: bold; background-color: #2e7d32; color: white; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div> <p>Access the Appointments page, from the MySEARHC Dashboard:</p> <ul style="list-style-type: none"> Select the three line menu icon, located to the left of the Home icon Select Appointments <p>From the Dashboard Appointments card:</p> <ul style="list-style-type: none"> Select View all appointments and you will be directed to the Appointments page 	 <p>The screenshot shows the MySEARHC dashboard for a user named 'M'. A red arrow labeled '1' points to the three-line menu icon in the top left corner. Another red arrow labeled '2' points to the 'Appointments' option in the left-hand navigation menu.</p>  <p>The screenshot shows the 'Appointments' card on the dashboard. A red box highlights the 'View all appointments' link at the bottom of the card.</p>
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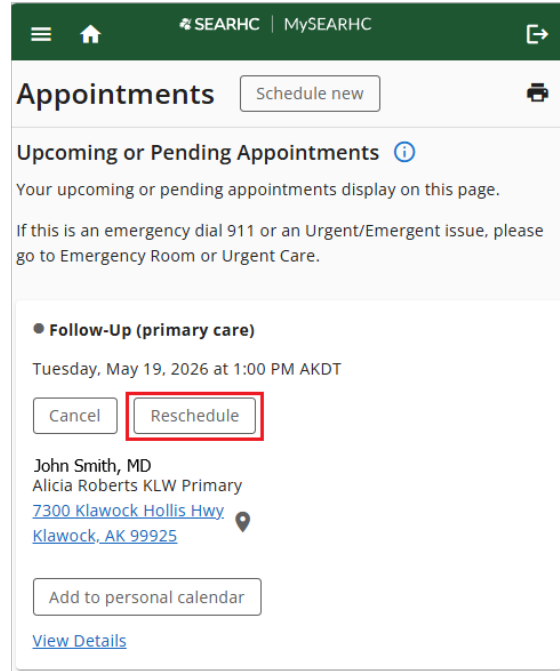
<p style="text-align: center;">2</p> <p>Cancelling an Appointment</p> <p>To remove an appointment from the schedule:</p> <ul style="list-style-type: none"> • Select Cancel <p>Review and confirm the selected appointment to cancel.</p> <ul style="list-style-type: none"> • Select Submit <p>NOTE: Cancelling an appointment under 24 hours is not available online.</p> <p>NOTE: If you need an option that is not available, please contact the Patient Support Center at 907.463.0400.</p>	 <p>Appointments Schedule new</p> <p>Upcoming or Pending Appointments ⓘ</p> <p>Your upcoming or pending appointments display on this page.</p> <p>If this is an emergency dial 911 or an Urgent/Emergent issue, please go to Emergency Room or Urgent Care.</p> <p>• Follow-Up (primary care)</p> <p>Tuesday, May 19, 2026 at 1:00 PM AKDT</p> <p>Cancel Reschedule</p> <p>John Smith, MD Alicia Roberts K LW Primary 7300 Klawock Hollis Hwy Klawock, AK 99925</p> <p>Add to personal calendar</p> <p>View Details</p> <p>Cancel Appointment</p> <p>Select submit to cancel the selected appointment.</p> <p>You are requesting to cancel the following appointment:</p> <p>Appointment type Follow-Up (primary care)</p> <p>Details</p> <p>Provider John Smith, MD</p> <p>Office location Alicia Roberts K LW Primary 7300 Klawock Hollis Hwy Klawock, AK 99925</p> <p>Date and time Friday, May 8, 2026 at 8:30 AM AKDT</p> <p>Submit</p>
<p style="text-align: center;">3</p> <p>Confirm your appointment has been cancelled:</p> <ul style="list-style-type: none"> • Select Close and return to the Appointments page <p>NOTE: You should not longer see the appointment displayed.</p>	 <p>✓ The appointment has been canceled. Select Close to return to the list of Upcoming Appointments.</p> <p>➔ Close</p>

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Rescheduling an Appointment

- Select Reschedule to access the [scheduling process](#) to select a different date and time

NOTE: If you need an option that is not available, please contact the Patient Support Center at 907.463.0400.



Looking for further help?

Contact the Patient Support Center at 907.463.0400