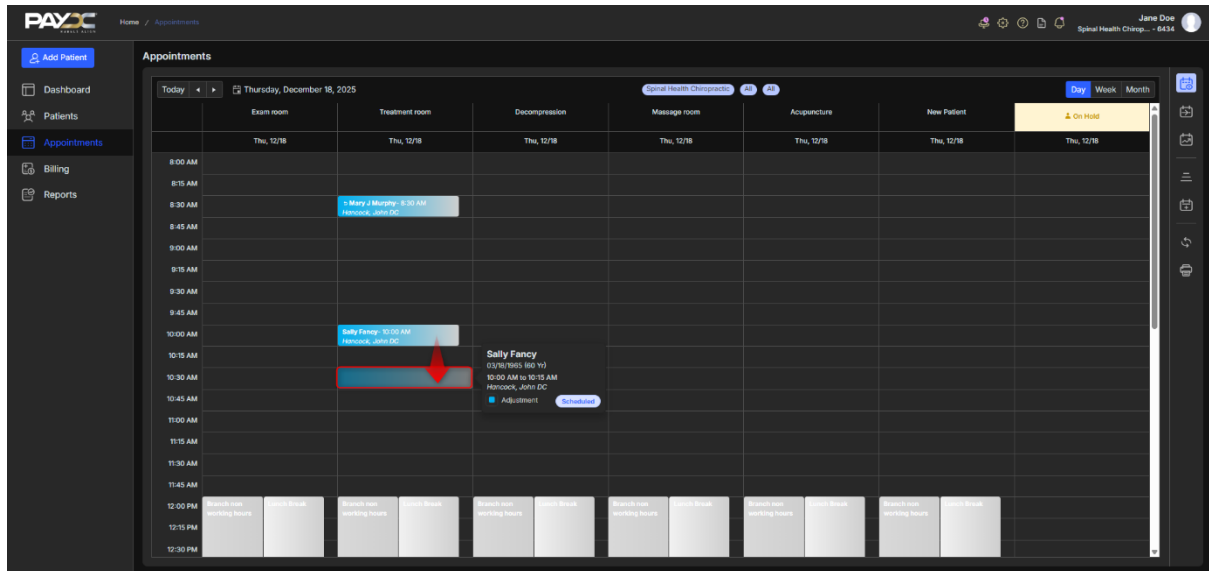
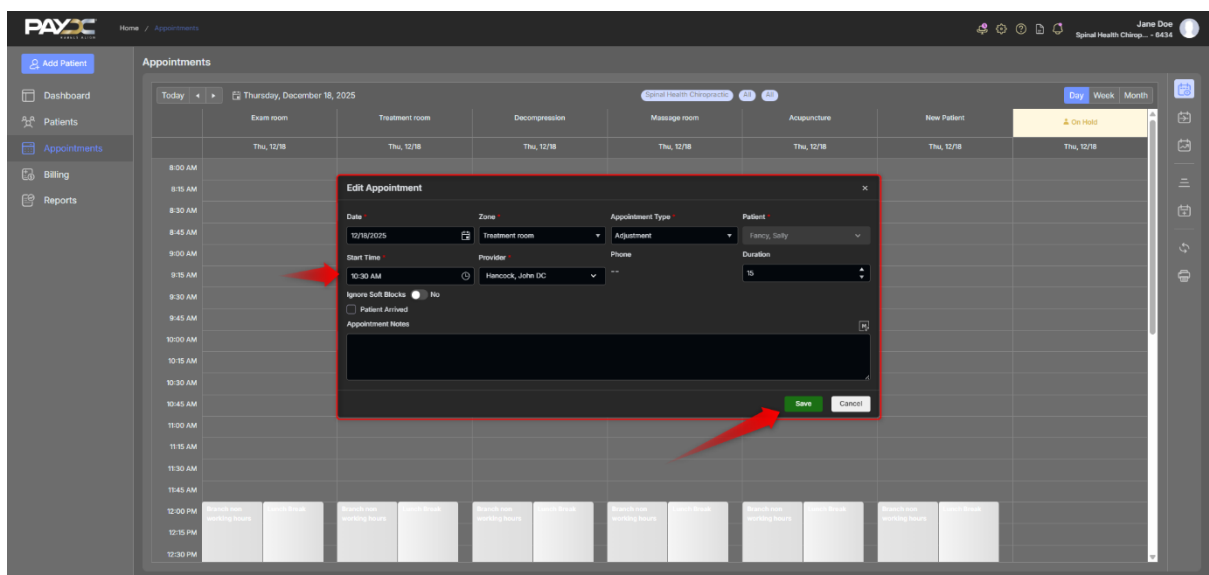


Reschedule an Appointment

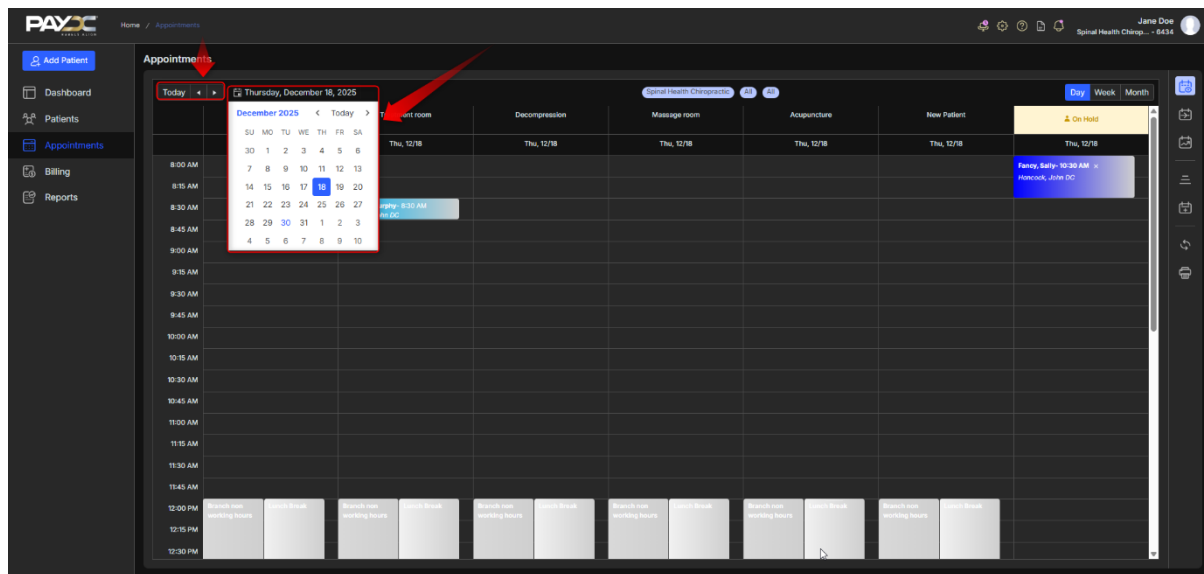
1. To reschedule an appointment to a different time on the same day, drag and drop the patient's appointment at the new time.



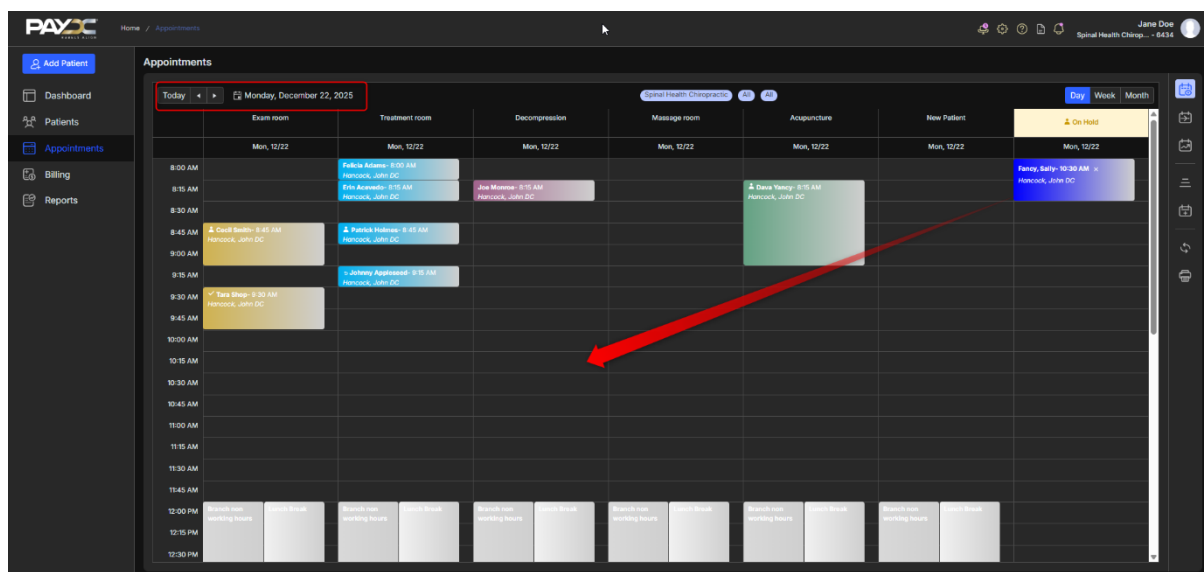
2. A window will open giving you an opportunity to review all the appointment details.
Click Save to reschedule to the new time, same day.



5. Then use the calendar icon or the arrows to move to the desired day.



6. Grab the appointment from the On Hold column and drop it to the new day and time.



7. You'll have the opportunity to review and adjust the rest of these appointment details as needed. Click Save.

The screenshot displays the PAYOC Appointments interface. On the left is a sidebar with navigation links: Add Patient, Dashboard, Patients, Appointments (selected), Billing, and Reports. The main area shows a calendar for Monday, December 22, 2025, with columns for Exam room, Treatment room, Decompression, Massage room, Acupuncture, and New Patient. A modal window titled 'Edit Appointment' is open, allowing users to modify appointment details. The modal includes fields for Date (12/22/2025), Time (10:15 AM), Appointment Type (Decompression), Patient (Fancy, Sally), Provider (Hancock, John DC), and Duration (30). There are also checkboxes for 'Ignore Soft Blocks' and 'Patient Arrived', and a text area for 'Appointment Notes'. A red arrow points to the 'Save' button at the bottom right of the modal. A speech bubble next to the modal states: 'Time is adjusted as needed for this change in type of appointment.'

PAYOC
Spiral Health Clinic

Home / Appointments

Today + Monday, December 22, 2025

Exam room Treatment room Decompression Massage room Acupuncture New Patient

8:00 AM 8:15 AM 8:30 AM 8:45 AM 9:00 AM 9:15 AM 9:30 AM 9:45 AM 10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM 12:15 PM 12:30 PM

Edit Appointment

Date: 12/22/2025 Time: 10:15 AM Appointment Type: Decompression Patient: Fancy, Sally

Start Time: 10:15 AM Provider: Hancock, John DC Phone: -- Duration: 30

Ignore Soft Blocks: ☐ No ☒ Yes

☐ Patient Arrived

Appointment Notes

Save Cancel

Time is adjusted as needed for this change in type of appointment.