

# Edit or Bulk Update Appointments

## Purpose:

This document is a quick reference guide on how to search for appointments as a Vaccine Administrator or VA Assistant. This is applicable to COVID & Flu functionality.

- 1 [Search for Appointments](#)
- 2 [Edit Appointment](#)
- 3 [Bulk Edit Appointment](#)

**Note: The Bulk Walk-In Upload, Bulk Cancel and Bulk Edit features are not yet available for flu.**



For the latest My Turn educational materials, please visit [EZIZ- Covid](#), [EZIZ – Flu](#), [YouTube](#) or the Knowledge Center tab on My Turn Clinic



### **My Turn Help Desk**

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### Search for Appointment

1	<p>To search for an appointment, enter <b>Appointment Number</b> only or select and/or enter one or more of the following fields:</p> <ul style="list-style-type: none"><li>• <b>Date of birth</b></li><li>• <b>Last name,</b></li><li>• <b>First name,</b></li><li>• <b>Date</b></li><li>• <b>Vaccine type</b></li><li>• <b>Vaccine brand</b></li><li>• <b>Doses</b></li><li>• <b>Clinic</b></li><li>• <b>Appointment status</b></li></ul>
2	<p>To filter for specific appointments, use the <b>Status</b> drop-down menu and select one of the following options:</p> <ul style="list-style-type: none"><li>• <a href="#">Pending Vaccination</a></li><li>• <a href="#">Checked-in</a></li><li>• <a href="#">Vaccinated</a></li><li>• <a href="#">Cancelled</a></li><li>• <a href="#">Pending Complete</a></li><li>• <a href="#">Pending Cancellation</a></li><li>• <a href="#">Resubmission</a></li><li>• <a href="#">All Status</a></li></ul>
3	<p>To filter rows in appointments' table in ascending or descending order, click on the column header for any one of the following:</p> <ul style="list-style-type: none"><li>• <b>Date</b></li><li>• <b>DOB</b></li><li>• <b>Patient Name</b></li><li>• <b>Clinic</b></li><li>• <b>Status</b></li></ul>

## Edit an Appointment

1	To reschedule an appointment or change the vaccine dose number, click the <b>drop-down arrow</b> on the righthand side of the appointment and select <b>Edit Appointment</b> .
2	In the pop-up window, update the <b>Date and Time</b> of the appointment, and if applicable, update the <b>Clinic Name</b> and <b>Dose Number</b> .
3	Once complete, click the <b>Edit Appointment</b> button to update the information..

### Notes-

Updated appointments will not affect or update existing appointment time slots on My Turn Public.

An appointment can only be rescheduled if it is in the "Pending Vaccination" status.

When rescheduling a second dose appointment, ensure it is within the range required by the vaccine brand.

This season's flu vaccine is recommended for **everyone 6 months of age or older**. The vaccine is available in shot form for everyone (including babies as young as 6 months) with rare exceptions.

### Bulk Edit Appointments – Not available for flu

1	To update a group of appointments, select the <b>check box</b> to the left of all the appointments that require updating.
2	After selecting the appointments, click the <b>Bulk Update</b> button.
3	In the pop-up window, choose the field to update including; <b>Date, Time, Clinic Name, Dose Number, and Vaccine Brand</b> . Click <b>Edit Appointment</b> .
4	Review the update details, then click the <b>Confirm</b> button to complete the update.

#### Notes-

Bulk updated appointments will not affect or update existing appointment time slots on My Turn Public tab.

My Time is unable to reschedule appointments for a date in the past.

If Dose Number is being changed to Additional Dose, you must ensure that the patient is immunocompromised and that their appointment is 28 days after their last shot.

If Dose Number is being changed to Booster, you must ensure that the patient has already completed their initial dose series and their appointment is 6 months after their previous shot.

This season's flu vaccine is recommended for **everyone 6 months of age or older**. The vaccine is available in shot form for everyone (including babies as young as 6 months) with rare exceptions.

## Glossary

<a href="#"><u>Pending Vaccination</u></a>	Patient is registered for an appointment and has not yet been check-in.
<a href="#"><u>Checked-in</u></a>	Patient is registered for an appointment and has been check-in by clinic staff.
<a href="#"><u>Vaccinated</u></a>	Patient's vaccine appointment has been completed
<a href="#"><u>Cancelled</u></a>	Cancelled appointment.
<a href="#"><u>Pending Complete</u></a>	Patient is in the waiting/observation period.
<a href="#"><u>Pending Cancellation</u></a>	Temporary status when registered appointment is initially cancelled.
<a href="#"><u>Resubmission</u></a>	Patient's IIS record has been cancelled and is awaiting resubmission. The record is unlocked and editable.
<a href="#"><u>All Status</u></a>	All the above statuses

**Note:**

- Click on any term in the glossary to go back to the original page in the document where the term appeared.