
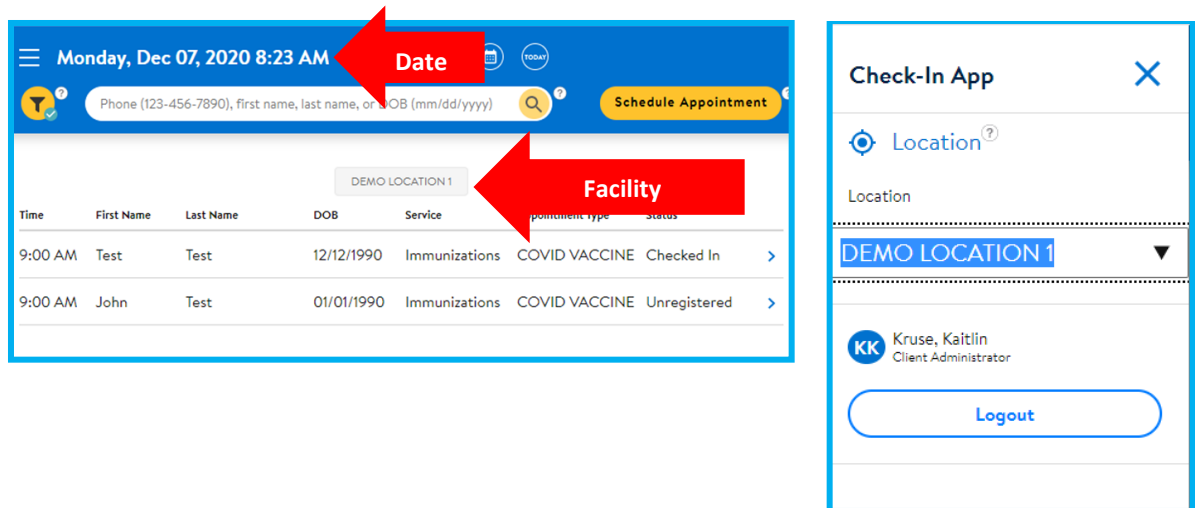


Indiana Department of Health and ZOTEC - Quick Reference Guide

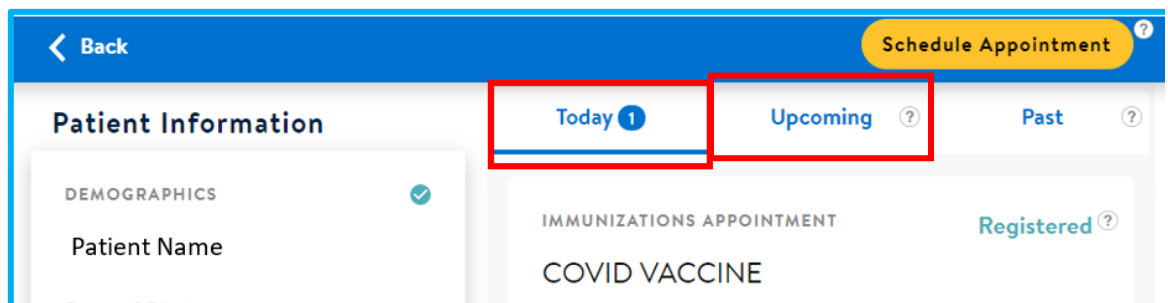
Canceling and/or Rescheduling an Appointment

Canceling an Appointment

1. Login to <https://checkin.coronavirus.in.gov> using your credentials. If you do not have user access to Zotec, please refer to the **Gaining Access to Zotec (for Facilities)** Quick Reference Guide.
2. Once you have logged in you will need to confirm the facility location and the current date. If the location is incorrect you can change the location by clicking on the icon  shown below.



3. Select the appointment that you are trying to cancel, and you will be taken to the patient information page.
4. Select either the **Today** tab or the **Upcoming** tab depending on the date of the appointment.



5. Select “Cancel” or “Reschedule” if you are able to reschedule the patient.

The screenshot displays a mobile application interface for managing patient appointments. At the top, there is a blue header with a 'Back' button on the left and a 'Schedule Appointment' button on the right. Below the header, the interface is divided into two main sections: 'Patient Information' on the left and 'IMMUNIZATIONS APPOINTMENT' on the right. The 'Patient Information' section includes fields for Patient Name, Date of Birth, Sex, Address, County, Contact Mobile Phone, Contact Email Address, and Preferred Communication Method (Text Message and auto-dialed call), along with an 'Edit' button. The 'IMMUNIZATIONS APPOINTMENT' section shows a 'COVID VACCINE' appointment for 'Today' (December 17, 9:30 AM) at IU Health Methodist Hospital, provided by Kristina Box. It includes buttons for 'Patient Intake Form', 'Update Eligibility', and 'Check In'. The 'Cancel' and 'Reschedule' buttons are highlighted with a red box. The 'Accession IDs' section lists Moderna and Pfizer COVID-19 vaccines.

Patient Information

DEMOGRAPHICS ✓

Patient Name

Date of Birth

Sex

Address

County

Contact Mobile Phone

Contact Email Address

Preferred Communication Method
Text Message and auto-dialed call

[Edit](#)

IMMUNIZATIONS APPOINTMENT Registered ?

COVID VACCINE

Date/Time
Thursday, December 17, 9:30 AM

Provider
KRISTINA BOX

Location
IU HEALTH METHODIST HOSPITAL

[Patient Intake Form](#) ?

Eligibility Code
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Accession IDs ?
Moderna (COVID-19) vaccine, 100 mcg/0.5mL dose : ---
Pfizer (COVID-19) vaccine, 30 mcg/0.3mL dose : ---

[Cancel](#) ?

[Reschedule](#) ?

[Update Eligibility](#) ?

[Check In](#) ?