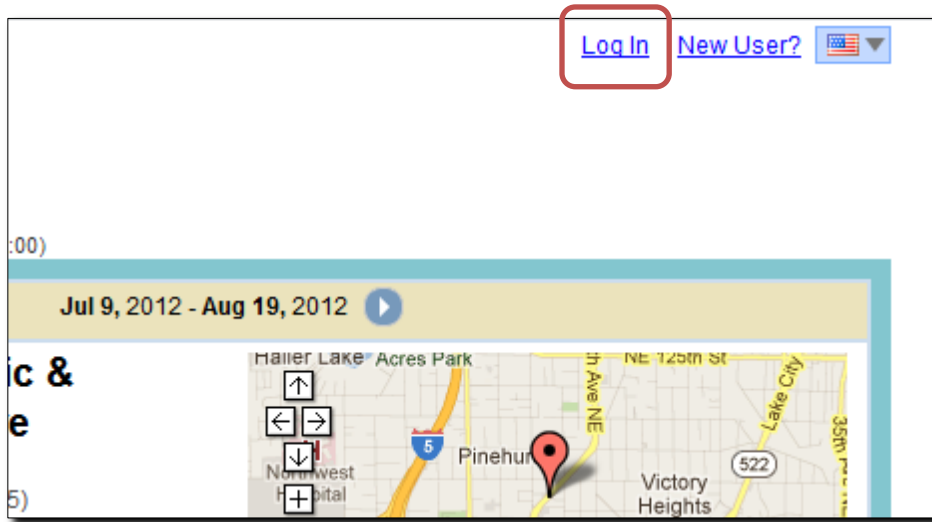


North Seattle Orthopedic & Community Acupuncture Rescheduling or Canceling Appointments

In most situations, you may easily cancel or reschedule your upcoming visits with us. The following steps take you through the process.

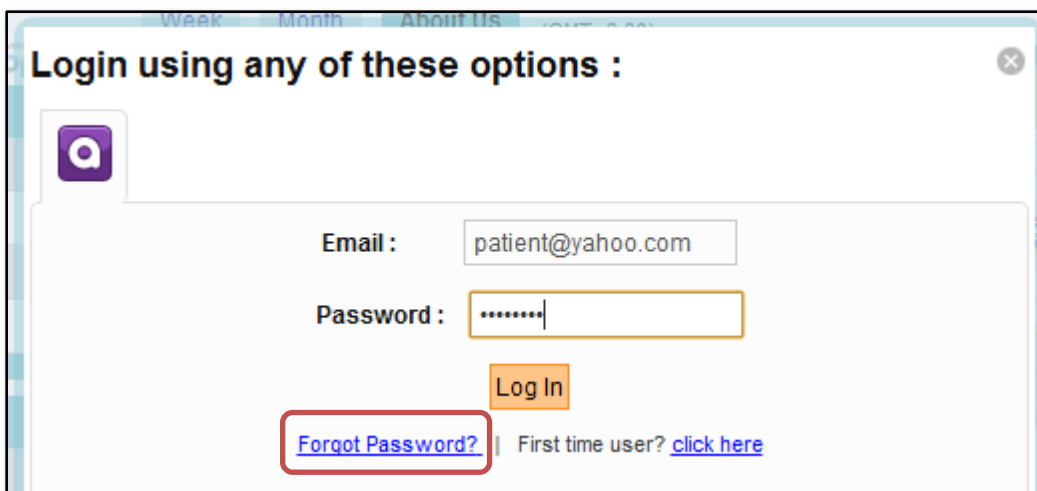
Begin by going to our appointing page. (www.nasca.appointy.com) There are several places on our website that will take you there or you can click on the link in this document.

Click on the “Log In” link at the top right of the screen.



When the Login screen appears, enter your email address and password.

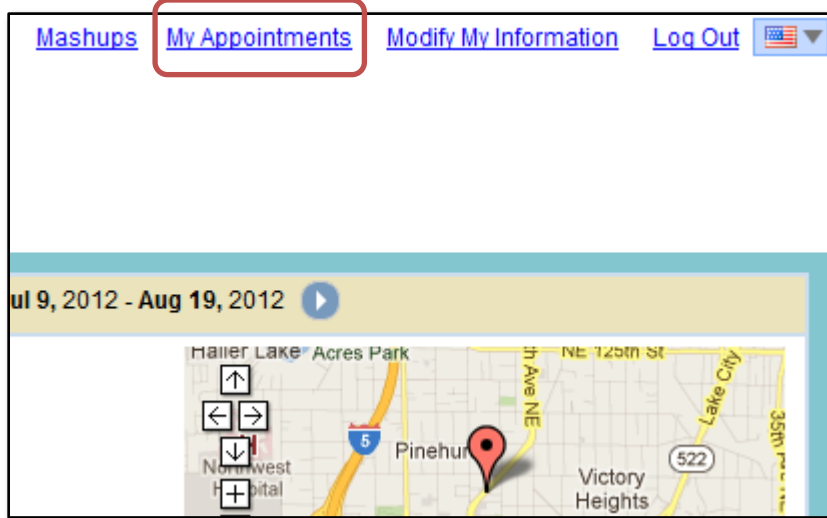
Forgot your password? No problem! Click on the “Forgot Password?” link and you will receive an email with instructions for resetting your password.



North Seattle Orthopedic & Community Acupuncture Rescheduling or Canceling Appointments

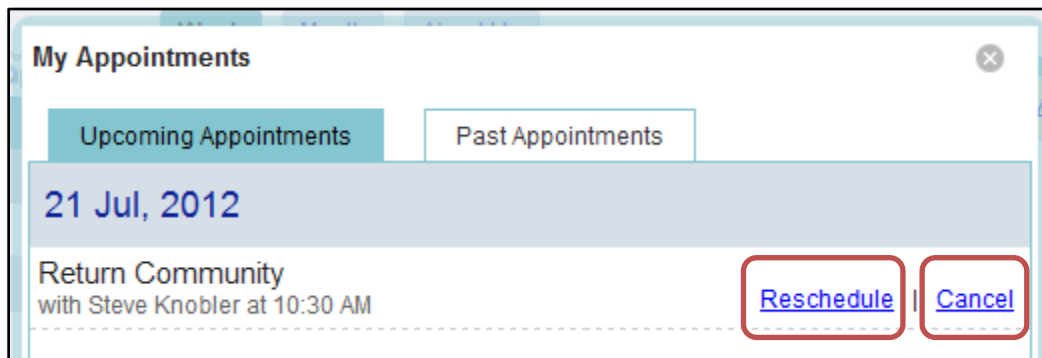
After you log in, look at the top right of your screen. The links have changed.

Click on “My Appointments” to see your upcoming and past appointments.



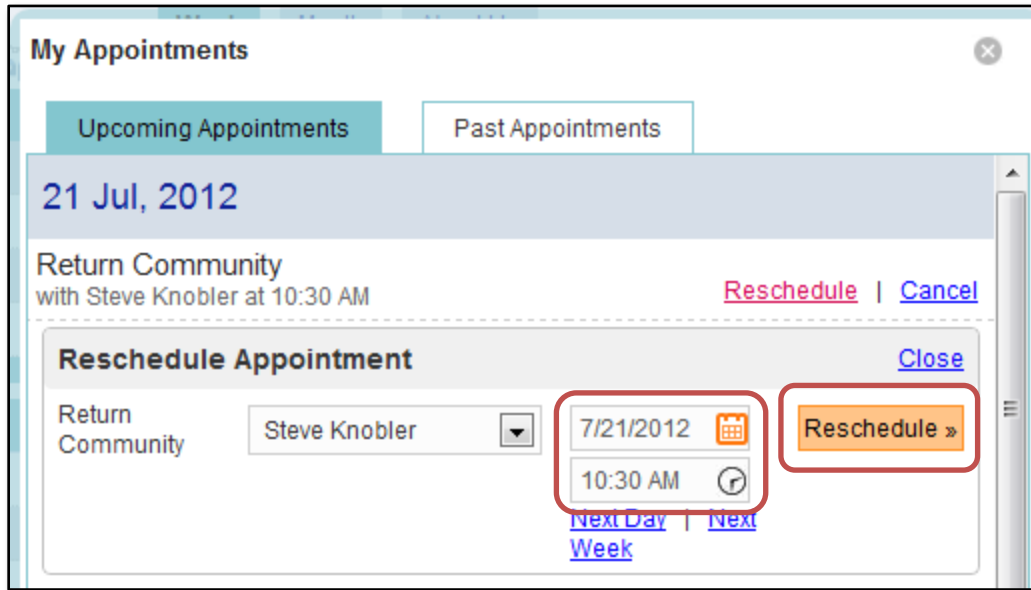
Find the upcoming appointment you would like to change. If you wish to reschedule it, click the “Reschedule” link. If you wish to cancel it, click the “Cancel” link.

Please note: if your appointment is less than 12 hours away, you will need to call us for rescheduling or cancellation. If your reason is an emergency, this “last minute” change is free. Otherwise, we charge a \$20 fee because it is highly unlikely that others will be able to use that appointment slot.

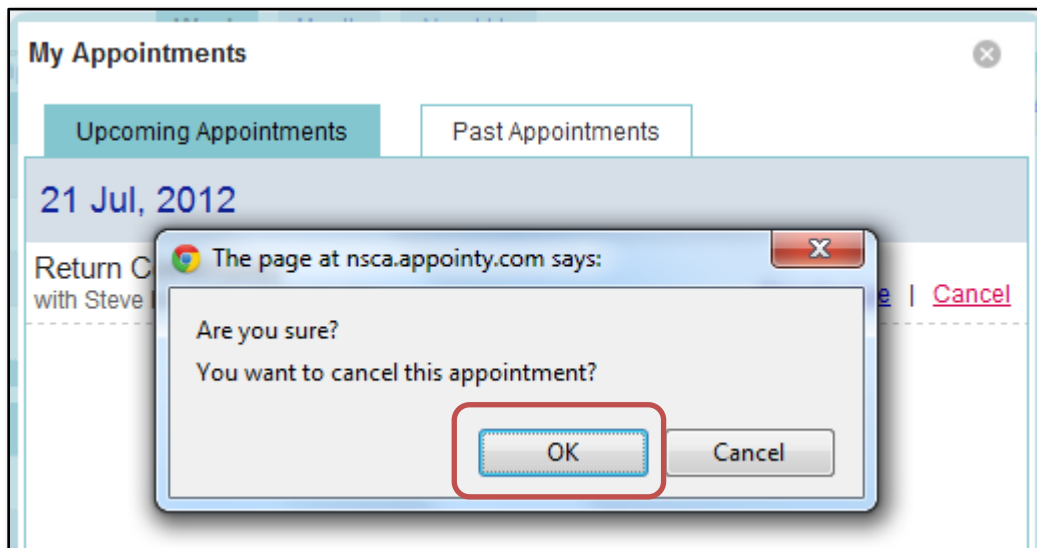


North Seattle Orthopedic & Community Acupuncture Rescheduling or Canceling Appointments

To reschedule, select the new date and time for your appointment and click the “Reschedule” button.



To cancel, click the “Cancel” link and confirm the cancellation by clicking the “OK” button.



That's it. Easy as 1-2-3!

When you are finished, click the “Log Out” link at the top right of your screen.