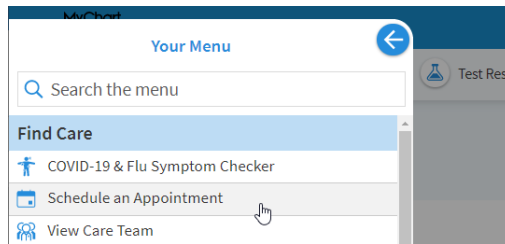


How to schedule/request an appointment with your Provider



Please note that not all providers are available to schedule directly. Some will only have an offer for you to send in a request for an appointment.

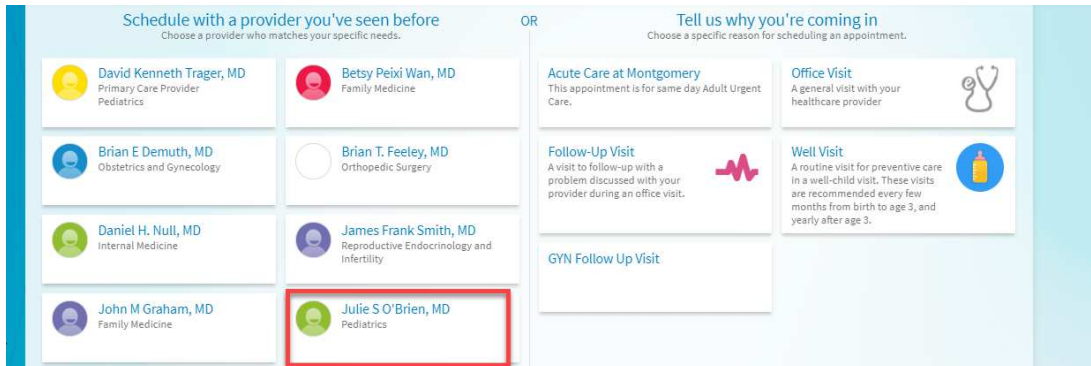
- 1) Click the "Your Menu" button at the top of the screen. Select "Schedule an Appointment"



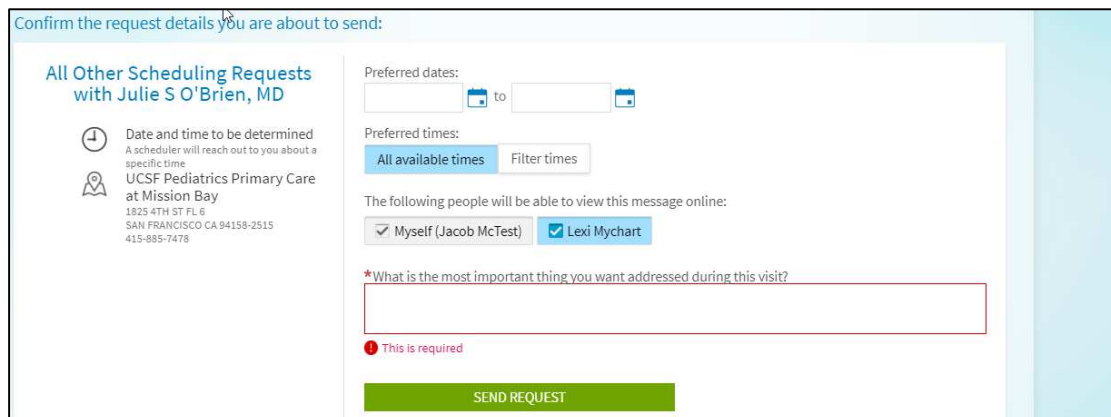
- 2) The left side of the screen will list out all the providers who you have seen in the last two years that are enabled for this feature. The right side has types of reasons for visits available to you. The information populated in this screen will look different for each patient, depending on the providers you have seen. You can start from either side.

Scheduling from the left/provider side:

- 1) Click on the provider you want to schedule/request.



- 2) If the provider you selected only accepts scheduling requests, you will see the screen shown below. Enter the preferred from and through dates you would like to be seen. Click on "Filter Times" if you have certain days or times you prefer to be seen. Lastly enter a comment, with a maximum character limit of 100, to indicate the most important thing you want address during this visit.

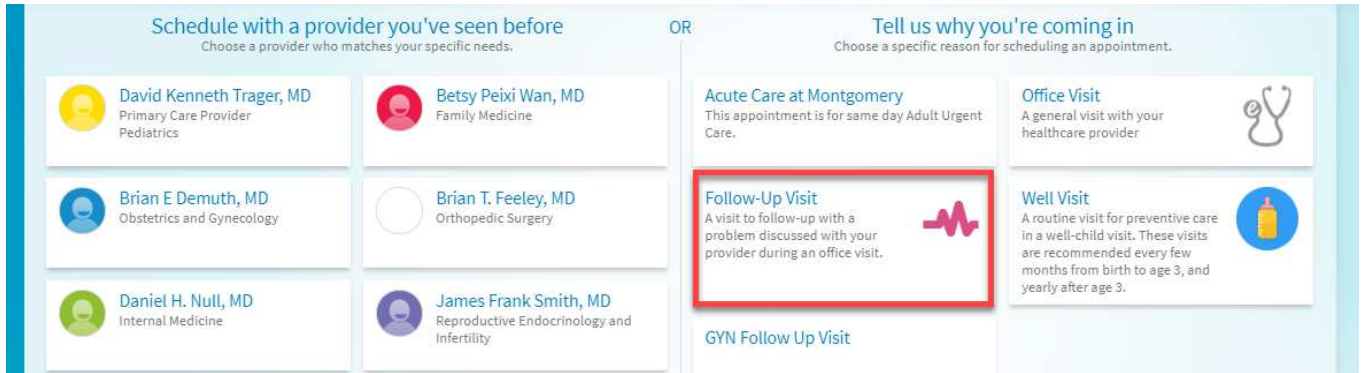


How to schedule/request an appointment with your Provider

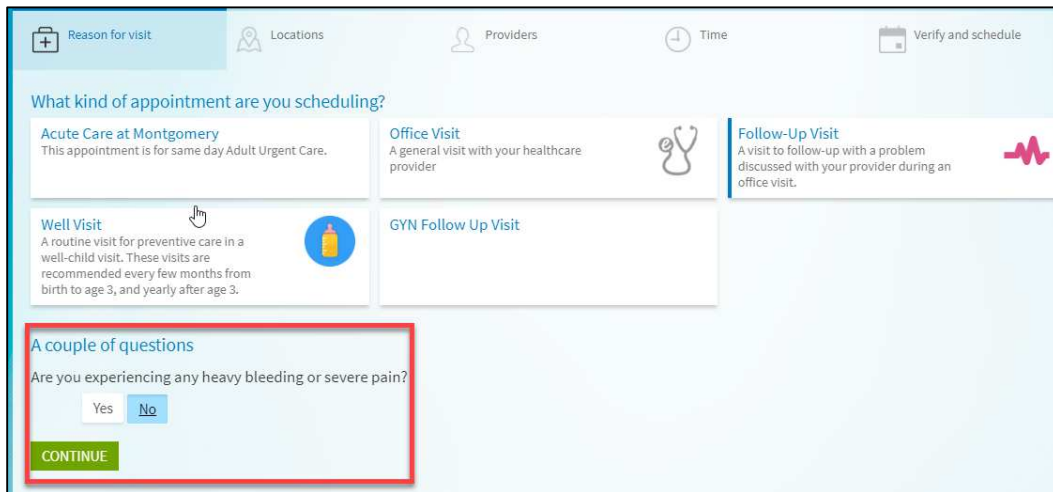


Scheduling from the right/reason for visit side:

- 1) Click on the reason/type of visit you would like to schedule.



- 2) Depending on the reason for visit you selected you may be presented with some questions to answer. Answer each question to the best of your ability and click "Continue".



- 3) You may be asked to select a location if multiple locations are available for the visit you selected. You can select a location or if you are unsure, you can click on the "Select from available providers" link to see which providers are available.

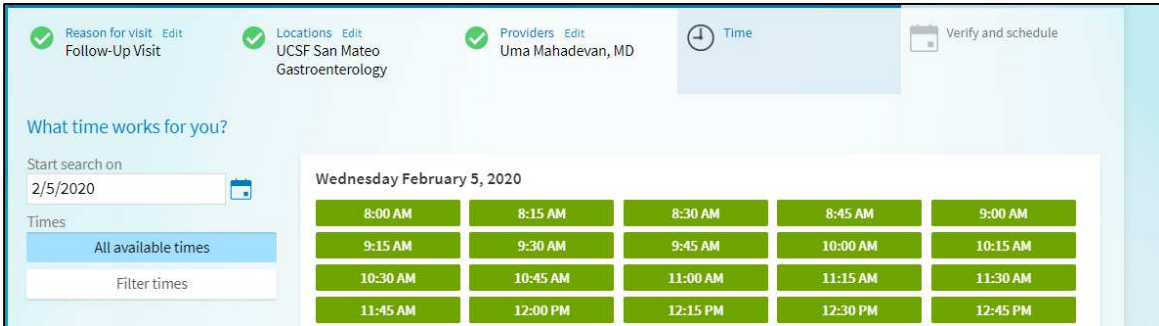


How to schedule/request an appointment with your Provider

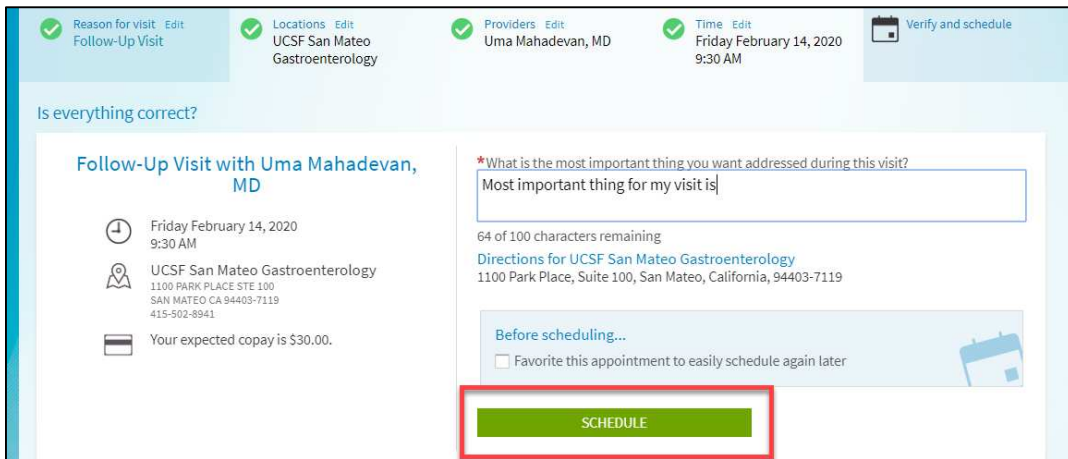


- 4) A list of available times will display. You can scroll down to see more times, if available. Click on any time you prefer.

If there are no times available for the provider you selected, you will be presented with the request appointment screen.



- 5) The last screen before scheduling will provide the date, time, provider, and location for you to confirm before you schedule. You will also be required to enter a comment regarding the most important thing you want addressed during the visit. Once confirmed, click the “Schedule” button.



- 6) Lastly, you will be presented with a confirmation screen of your scheduled appointment.

