### 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"

MyChart	
Your Menu	
Q Search the menu	Test Resu
Find Care	Ê
🏌 COVID-19 & Flu Symptom Checker	
📩 Schedule an Appointment	
🖓 View Care Team	

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.

David Kenneth Trager, MD Primary Care Provider Pediatrics	Betsy Peixi Wan, MD Family Medicine	Acute Care at Montgomery This appointment is for same day Adult Urgent Care.	Office Visit A general visit with your healthcare provider
Brian E Demuth, MD Obstetrics and Gynecology	Brian T. Feeley, MD Orthopedic Surgery	Follow-Up Visit A visit to follow-up with a problem discussed with your provider during an office visit.	Well Visit A routine visit for preventive care in a well-indivisit. These visits are recommended every few
Daniel H. Null, MD Internal Medicine	James Frank Smith, MD Reproductive Endocrinology and Infertility	GYN Follow Up Visit	months from birth to age 3, and yearly after age 3.
John M Graham, MD	Julie S O'Brien, MD		

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.

Il Other Scheduling Requ with Julie S O'Brien, MI	ts Preferred dates:	
Date and time to be deter	ned Preferred times:	
A scheduler will reach out to you specific time	All available times Filter times	
at Mission Bay	are The following people will be able to view this message online:	
SAN FRANCISCO CA 94158-2515 415-885-7478	Myself (Jacob McTest)	
	*What is the most important thing you want addressed during this visit?	7
	This is required	

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# 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".

Reason for visit	Providers	Time	Verify and schedule
What kind of appointment are you sc	neduling?		
Acute Care at Montgomery This appointment is for same day Adult Urgent Ca	e. A general visit with your healthcare provider	S Follow-Up A visit to fol discussed w office visit.	o Visit low-up with a problem ith your provider during an
Well Visit A routine visit for preventive care in a well-child visit. These visits are recommended every few months from birth to age 3, and yearly after age 3.	GYN Follow Up Visit		
A couple of questions Are you experiencing any heavy bleeding of Yes No CONTINUE	r severe pain?		

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.

Reason for visit Edit Follow-Up Visit	Locations	Providers	(J) Time	Verify and schedule
Which locations work fo	r you?			
Any location Schedule at any available location.		UBCP RAMBLC Pediatrics 14880 LOS GATOS BLVD LOS GATOS CA 95032-2011	UCSF 533 PAF SAN FR	Ophthalmology - Cornea NASSUS AVE RM U545 ANCISCO CA 94143-2208
UCSF San Mateo Gastroer 1100 PARK PLACE STE 100 SAN MATEO CA 94403-7119	iterology			
Cooking for a specific	provider? Select from a	vailable providers		

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# 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.

Reason for visit Edit     Follow-Up Visit	ocations Edit CSF San Mateo astroenterology	Providers Edit Uma Mahadevan, N			Verify and schedule
Start search on	Wednesday Februa	ry 5, 2020			
Times	8:00 AM	8:15 AM	8:30 AM	8:45 AM	9:00 AM
All available times	9:15 AM	9:30 AM	9:45 AM	10:00 AM	10:15 AM
Filter times	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	12:45 PM

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.

Reason for visit Edit Follow-Up Visit     Control Contro Control Control Control Control Control Control Control Control	Providers Edit: Uma Mahadevan, MD     Time Edit Friday February 14, 2020 9:30 AM     Verify and schedule			
Is everything correct?				
Follow-Up Visit with Uma Mahadevan, MD	*What is the most important thing you want addressed during this visit? Most important thing for my visit is			
Friday February 14, 2020     9:30 AM     UCSF San Mateo Gastroenterology     100 PARK PLACE STE 100     SAN MATEO CA 94403-7119     415-502-8941	64 of 100 characters remaining Directions for UCSF San Mateo Gastroenterology 1100 Park Place, Suite 100, San Mateo, California, 94403-7119			
	SCHEDULE			

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



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