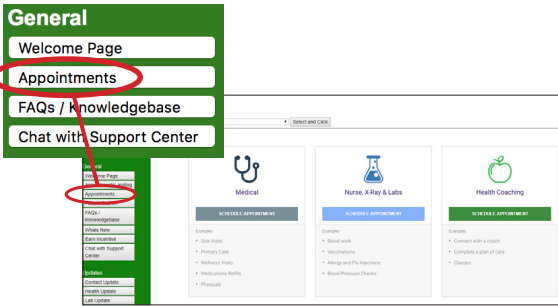
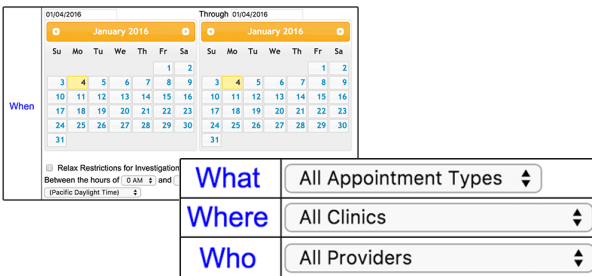




HOW TO SCHEDULE AN APPOINTMENT



- 1 Click on **Appointments** in the green navigation bar on the left-hand side of the screen. Choose what type of appointment you need to schedule.
 - Medical:** Sick visits, primary care, medication refills, physicals
 - Nurse, X-Ray, Labs:** Blood work, vaccinations, blood pressure checks
 - Health Coaching:** Coach meeting, complete Plan of Care, classes



- 2 Let us know **When** you would like your appointment. You can also filter available slots with the **Where** and **Who** dropdowns.
 - Where:** If multiple locations are available
 - Who:** If you'd like to see a specific provider

Get Appointments

Make Appointment

- 3 Click **Get Appointments** & then choose an appointment time by clicking **Make Appointment**.

Type your symptoms, reason for appointment, or comments:

Confirm Your Appointment

- 4 Type your symptoms, reason for appointment, or comments. If you'd like a reminder about your visit, choose text, e-mail or both. Then click **Confirm Your Appointment**.

To view all of your scheduled appointments:

Click **My Appointments** at the top of the **Appointment Scheduler** screen
OR Select **My Future Appointments** in the drop down menu beside the **Get Appointments** button.