

FollowMyHealth Patient Portal: Requesting Appointments

1. Click "Schedule an Appointment".

The screenshot shows the patient portal home page. At the top, there are navigation links: "Send a Message", "Schedule an Appointment" (highlighted with a red box), "Hello Laura", "My Account", and "English". Below this are tabs for "Home", "Messages", "My Health", and "Wellness". The "Health Summary" section shows a profile icon and fields for Age, Gender Identity, Height, Weight, Body Mass Index, Blood Pressure, and Preferred Pharmacy. The "Appointments" section shows a "Schedule" button and "Past" and "Other" filters. The "Action Center" shows a calendar for March 2020. The "Recent Activity" section shows two notifications: "Hackley Community Care added 1 procedures to your health record." dated 03/25/2020 2:59 pm.

2. Select appointment type - Other, then click "Continue".

The screenshot shows the "Schedule an Appointment" page. The "Organization" is "Hackley Community Care". The "Appointment Type" dropdown is set to "Other" (highlighted with a red box). A "Continue" button is visible at the bottom right.

3. Select your provider, then click "Continue".

The screenshot shows the "Schedule an Appointment" page. The "Organization" is "Hackley Community Care" and the "Appointment Type" is "Other". The "Choose a provider" section shows a dropdown menu with "Kelsie A Firn" selected (highlighted with a red box). A "Continue" button is visible at the bottom right.

4. Select the day(s) and time frame you would prefer, then click "Save time preference".

The screenshot shows the "Schedule an Appointment" page. The "Date and time preference" section is visible. The "When do you need an appointment?" dropdown is set to "First Available". The "Select days(s) you're available" section has "Mon" and "Tue" selected. The "Select window of availability" section has "After" and "10:00 AM" selected. A "Save time preference" button is highlighted with a red box.

5. A summary of your appointment will display. Click "Next" to continue.

The screenshot shows the "Schedule an Appointment" page. The "Appointment request summary" section is visible. The "Date and time preference" section shows "First Available - Mon, Tue: After 10:00 AM". The "Why are you scheduling this appointment?" field contains "Earache (Telehealth - phone visit)". A "Next" button is highlighted with a red box.

6. Input the reason for your appointment and the type of appointment you would like to have (Telehealth [over phone or video] or in person).

7. Click "Schedule Your Appointment".

The screenshot shows the "Schedule an Appointment" page. The "Appointment request summary" section is visible. The "Date and time preference" section shows "First Available - Mon, Tue: After 10:00 AM". The "Why are you scheduling this appointment?" field contains "Earache (Telehealth - phone visit)". A "Schedule Your Appointment" button is highlighted with a red box.

After sending an appointment request, you will receive a message in your inbox to confirm the date and time of your appointment. You will receive a call if more information is required.