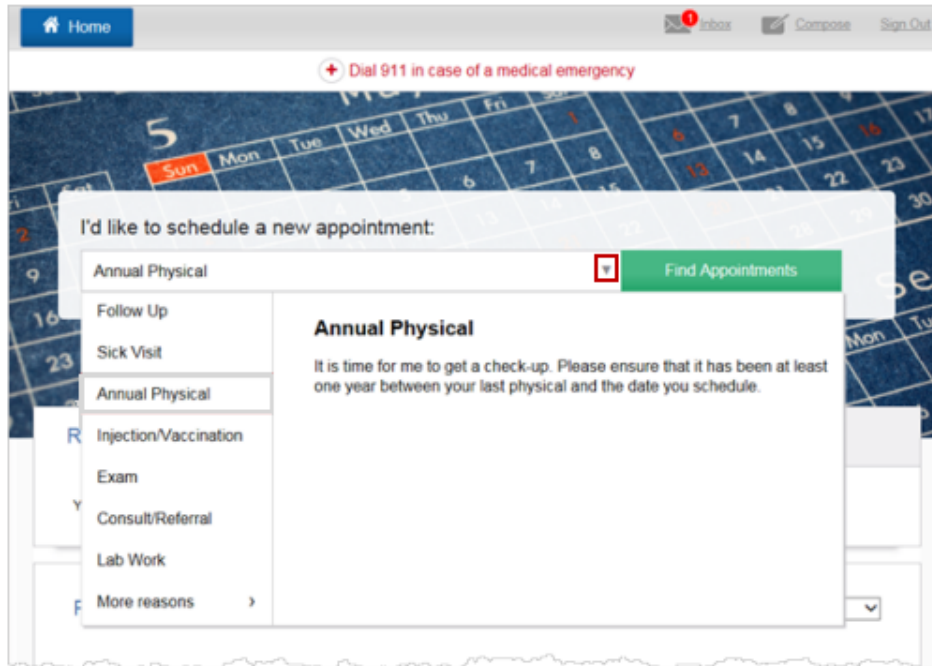
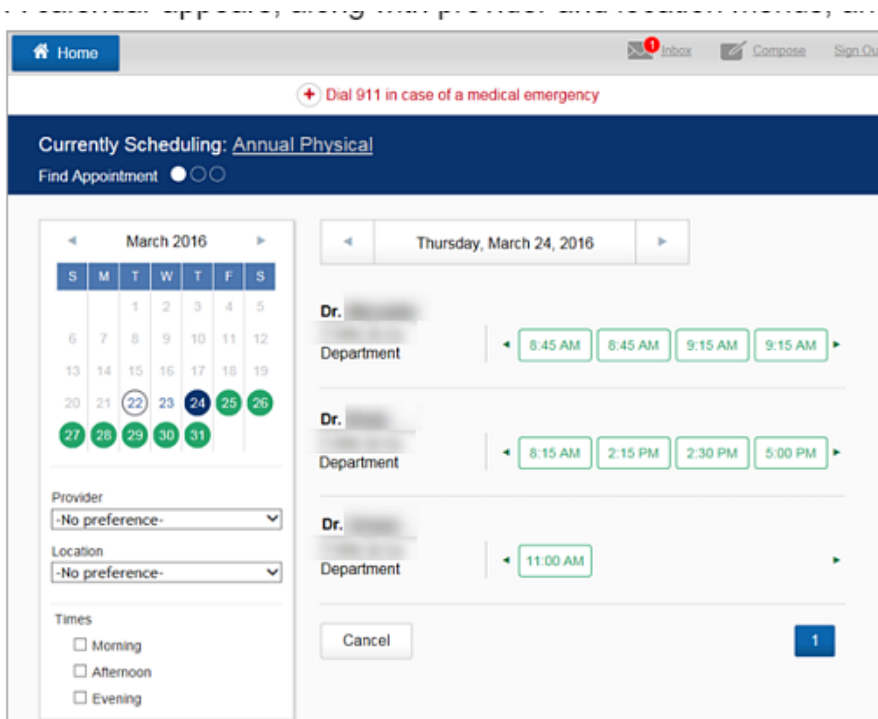


To schedule a new appointment on the Patient Portal

1. Log in to your [Patient Portal](#) account.
2. Click the **Appointments** option on the left side of the [Patient Portal](#) window. The scheduling window appears.
3. Select a reason for the new appointment from the menu.



4. Click the **Find Appointments** button. A calendar appears, along with provider and location menus, and a time of day selector.



5. Select your preferences using the calendar and one or more of the filter fields: **Provider**, **Location**, and **Times** options.
Appointments that meet your criteria appear on the right side of the window.
6. Select an appointment.
The appointment information is displayed for your review.

Home | Inbox | Contacts | Sign Out

+ Dial 911 in case of a medical emergency

Currently Scheduling: [Annual Physical](#)
Review and Schedule Appointment. ○ ● ○

Appointment Information

Appointment	Location	Date and Time
Annual Physical Dr. [REDACTED]	[REDACTED]	Thursday, March 24, 2016 at 2:30 PM

Notes

Use this space to record anything you'd like to remember to discuss during your visit.

This note will not be seen until the time of your visit.

I've been having a lot of headaches lately.

457 of 500 characters

Note: For urgent questions, please call our office. If you are experiencing a medical emergency, **dial 911.**

Back | Schedule Now

7. Review the information to make sure it's correct, and enter a note for the provider if you want.
8. Click the **Schedule Now** button.
The [Patient Portal](#) displays a confirmation message and sends you a confirmation email.