

Follow My Health™ Appointment Request Instructions

PLEASE NOTE: Portal appointment requests should not be used for same day appointments

The image shows a screenshot of the 'Schedule an Appointment' form in the My Health portal. The form is titled 'Schedule an Appointment' and includes the following sections:

- Appointment With:** Organization (Partners in Pediatrics), Provider (Please select a provider), Appointment Type (Request an Appointment).
- Reason For Appointment:** Well Child Exam.
- When Do You Want An Appointment?:** First Available (Anytime), Days (Mon, Tues, Wed, Thurs, Fri).
- Comments:** A text area for additional information.
- Buttons:** Add This Time Slot, Submit, Cancel.

Numbered callouts provide instructions for each step:

1. Provider needs to be selected
2. Check which day you are available, then pick anytime, or specific times for that day. You need to do this separately for each day of the week that you are available.
3. Click "Add this Time Slot"
4. Once a time slot has been added, it will populate here.
5. Reason for visit is required
6. Once all fields are populated, the submit button will indicate that you can click "submit".

