



Patient Facing Appointment Selection

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# Patient Facing Appointment Selection

The purpose of this document is to describe the steps to create an Appointment.

## Creating an Appointment

Log in to the Patient Health Record portal with your personal credentials.



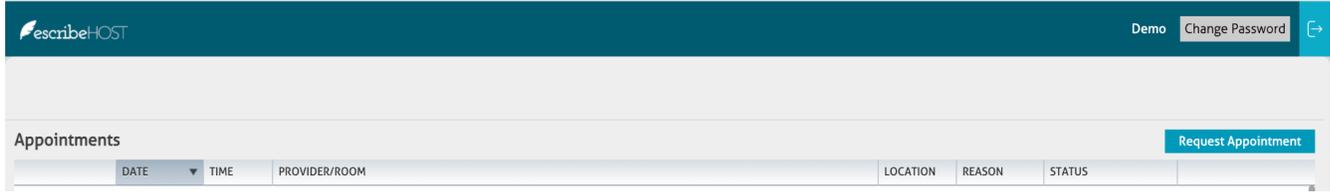
Please provide us your username and password to log in.

  
Username  
Password

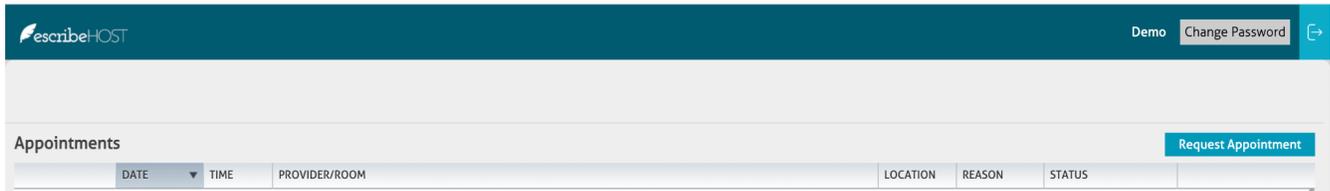
[Forgot Password?](#)

**LOGIN**

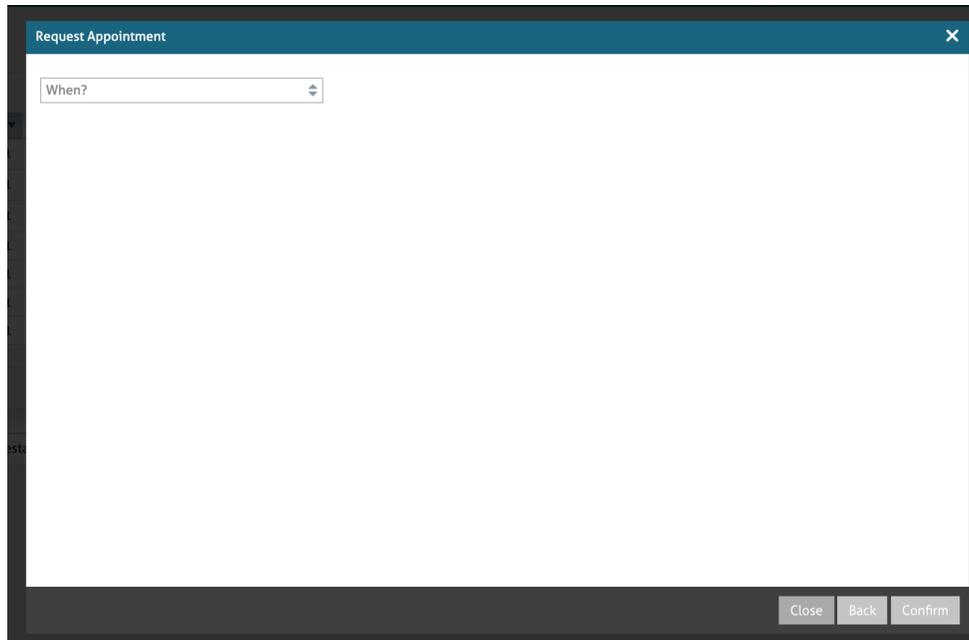
Scroll down to the **Appointments** section.



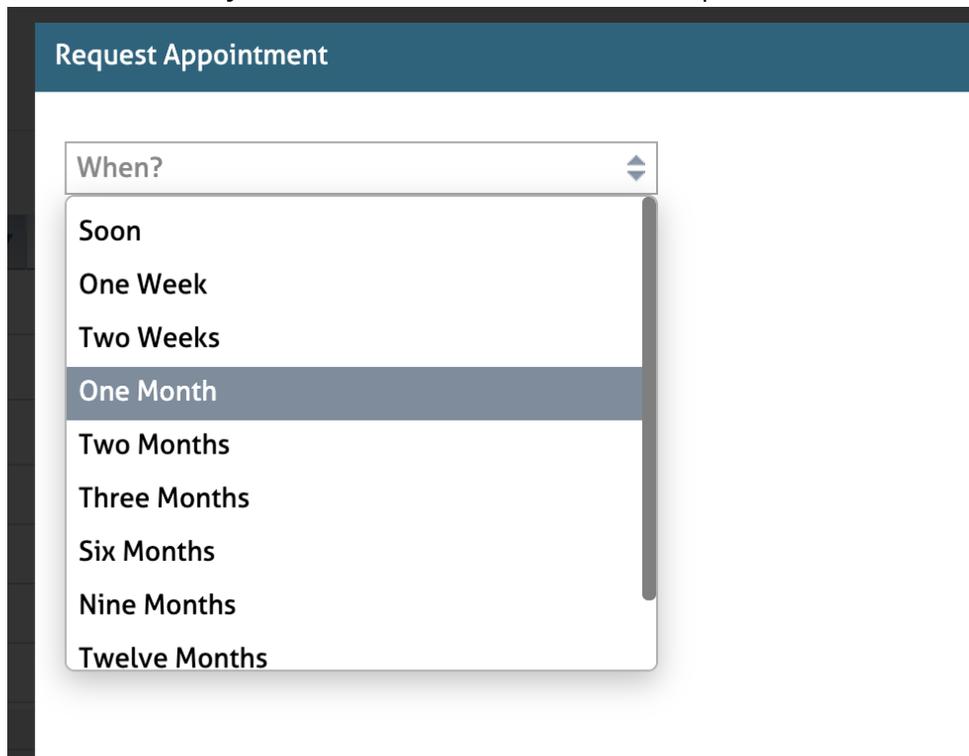
Click the **Request Appointment** button.



Click the **dropdown menu** to select the desired time frame for the appointment.



NOTE: In case of no results, try a different time frame for more options.



A table displays all available Start Times for the appointment. Select the date and time for the appointment by clicking the **Start Time**.

NOTE: Click the location code to see the location name and address.

The screenshot shows a 'Request Appointment' popup window. At the top, there is a search bar with the text 'Soon'. Below it is a table with columns: DATE, WKDAY, AM Open, AM Max, AM Location, AM Start Time(s), PM Open, PM Max, PM Location, and PM Start Time(s). The table lists four dates: 04/23/2021 (Fri), 04/26/2021 (Mon), 04/27/2021 (Tue), and 04/22/2021 (Thu). Each row shows AM and PM start times and location codes (AM6\_1 and RC72). At the bottom right, there are 'Close', 'Back', and 'Confirm' buttons.

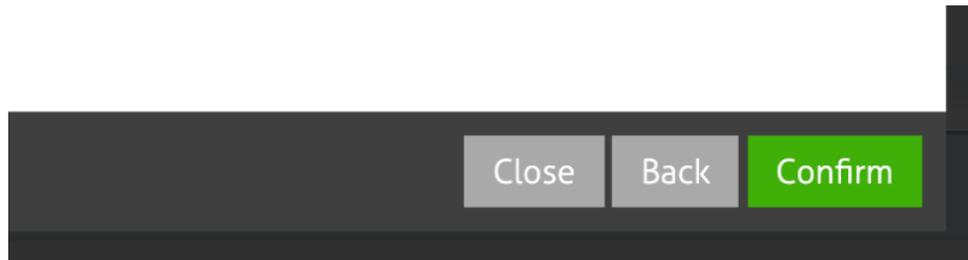
DATE	WKDAY	AM Open	AM Max	AM Location	AM Start Time(s)	PM Open	PM Max	PM Location	PM Start Time(s)
04/23/2021	Fri	-7	5	AM6_1	8:45 AM 9:00 AM 9:15 AM	4	5	AM6_1	1:00 PM 1:15 PM 1:30 PM
04/26/2021	Mon	4	5	AM6_1	7:00 AM 7:15 AM 7:30 AM	5	5	AM6_1	1:00 PM 1:15 PM 1:30 PM
04/27/2021	Tue	0	5	AM6_1	7:00 AM 7:15 AM 7:30 AM	5	5	AM6_1	1:00 PM 1:15 PM 1:30 PM
04/22/2021	Thu	0	5	RC72	7:00 AM 7:15 AM 7:30 AM	1	5	RC72	1:00 PM 1:15 PM 1:30 PM

The tentative appointment details display in the popup. Check if the appointment is correct.

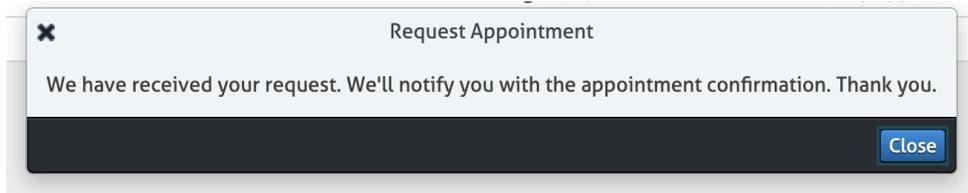
The screenshot shows the 'Request Appointment' popup window with the title 'Confirm the Appointment Details'. It displays the following information: Provider: John, Doe, NP; Date/Time: 04/21/2021 7:00 AM; Location: Albany Medical Hospital, 48 New Scotland Ave Albany, NY - New York 12208. At the bottom right, there are 'Close', 'Back', and 'Confirm' buttons.

Click the **Confirm** button to finalize the process.

NOTE: PHR users will not get an email confirmation until this tentative appointment is confirmed by the office.



A popup displays with confirmation that your appointment request has been received.



## Mobile version

Use a mobile device, or click **Switch to Mobile Lite version** link.

Please provide us your username and password to log in.

Username

Password

[Forgot Password?](#)

**LOGIN**

[Switch to Mobile Lite version](#)

Log in with your personal credentials.



Please provide us your username and password to log in.

Username

Password

[Forgot Password?](#)

**LOGIN**

[Switch to Desktop Full version](#)

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Scroll down to the **Appointments** section. Click the **Request Appointment** button.

Demo [Change Password](#) 

### Patient Communications

**Snomed-CT 671007 - Transplantation of testis (procedure)**  
**Communication Date** 01/06/2021  
**Created By** DEMO

**Snomed-CT 102002 - Hemoglobin Okaloosa (substance)**  
**Communication Date** 11/23/2020  
**Created By** DEMO

**Snomed-CT 103007 - Squirrel fibroma virus**

### Appointments [Request Appointment](#)

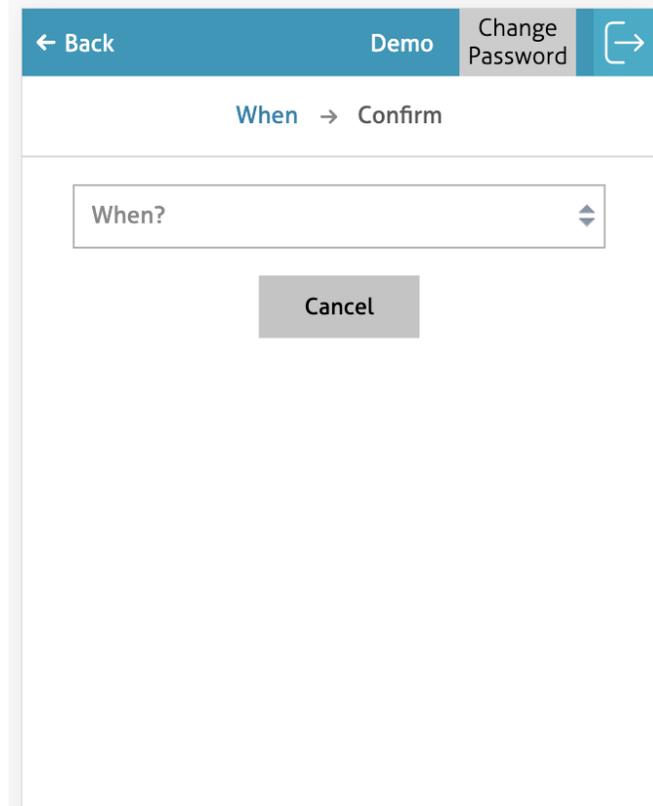
**Date** 06/11/2021  
**Time** 1:00 PM  
**Provider/Room** DEMO  
**Location** ?  
**Reason** 48H\_HOL  
**Status** ABSENT

[Request Reschedule](#)

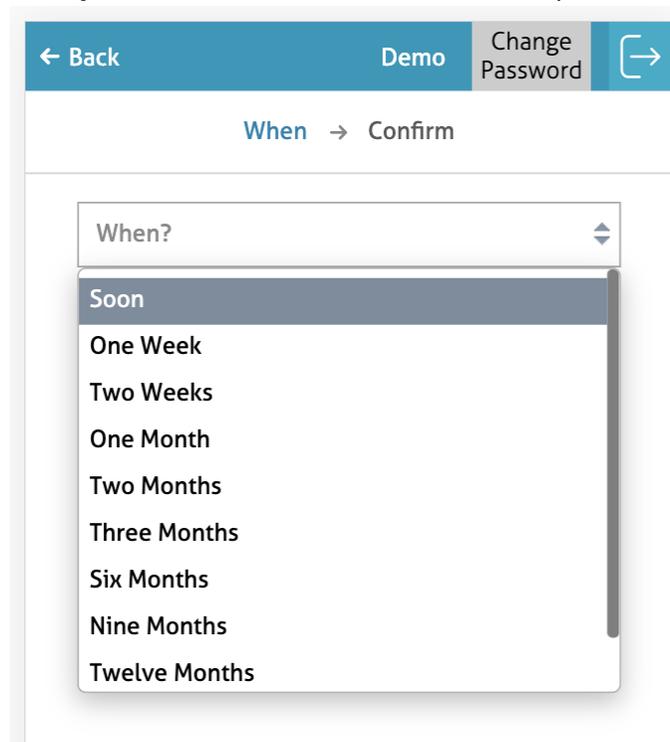
### Required Surveys

No Required Surveys

Click the **dropdown menu** to select the possible time frame for the appointment.



NOTE: In case of no results, try a different time frame for more options.



A table displays all available Start Times for the appointment.

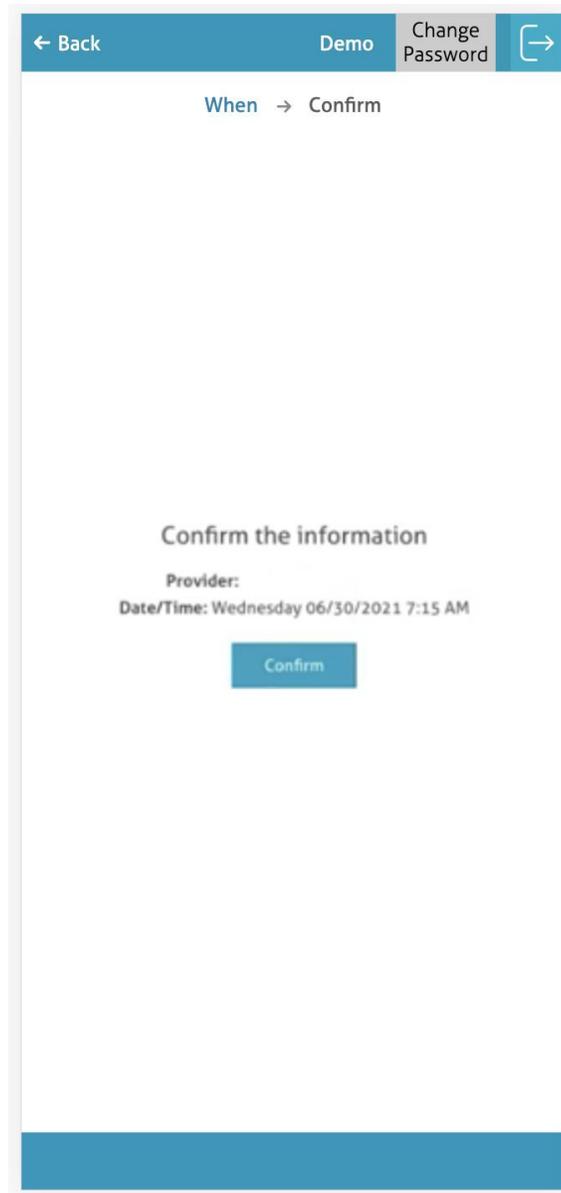
Select the date and Start Time for the appointment by clicking the **Start Time**.

The screenshot shows a mobile application interface for appointment scheduling. At the top, there is a navigation bar with a back arrow, the text "Demo", a "Change Password" link, and a forward arrow. Below this is a "When → Confirm" section. A dropdown menu is open, showing "Three Months" with a close button. Underneath is a "Select Date/Time" section. The date "Wednesday 06/30/2021" is displayed. Below the date, there are two sections labeled "AFTERNOON". The first section shows three time slots: "7:00 AM", "7:15 AM", and "7:30 AM", with a downward arrow below them. The second section shows three time slots: "1:00 PM", "1:15 PM", and "1:30 PM", also with a downward arrow below them. A blue bar is at the bottom of the screen.

The appointment details display in the popup. Check if it is correct.

Click the **Confirm** button to finalize the process.

NOTE: PHR users will not get an email confirmation until this tentative appointment is confirmed by the office.



A success message displays on the screen.

