



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.



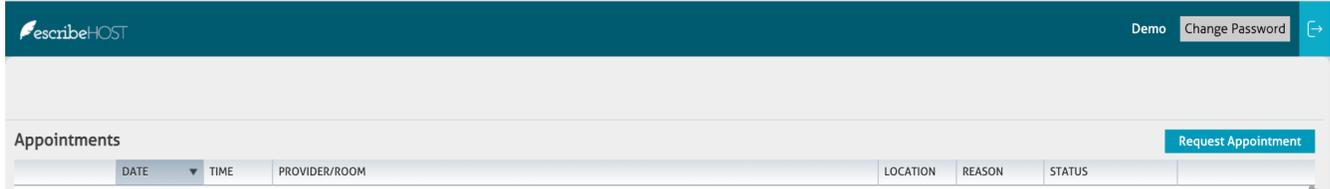
Please provide us your username and password to log in.

Username
Password

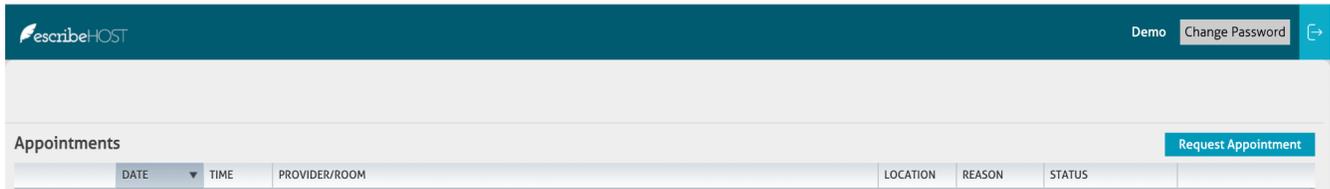
[Forgot Password?](#)

LOGIN

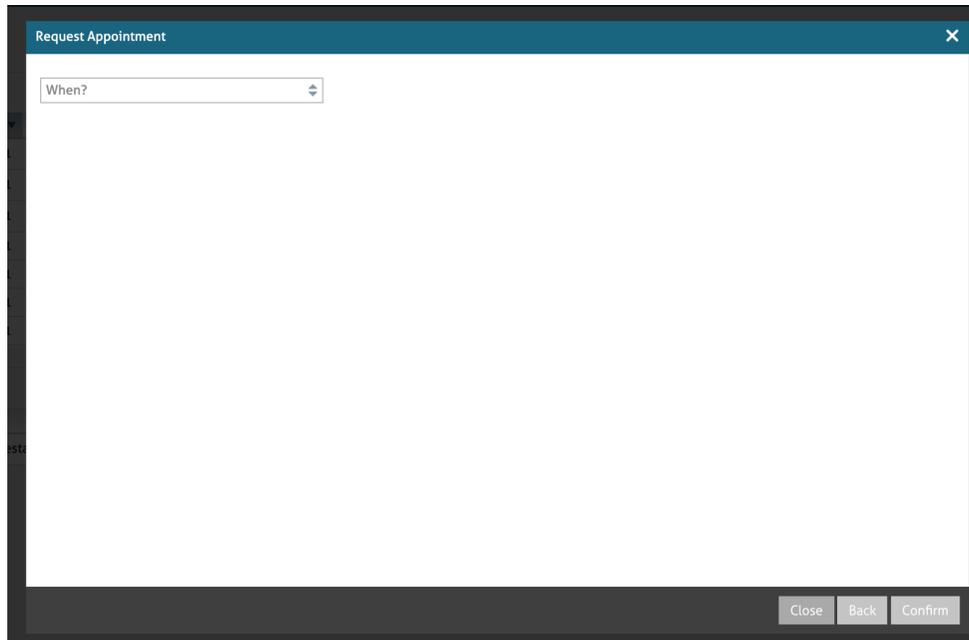
Scroll down to the **Appointments** section.



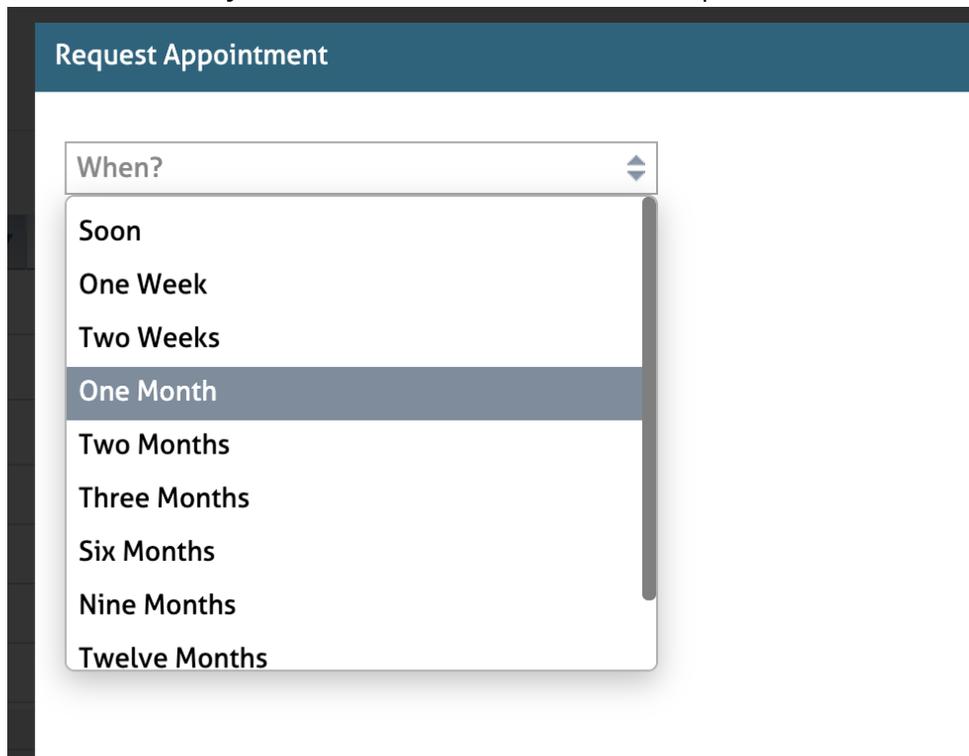
Click the **Request Appointment** button.



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.

Request Appointment
✕

Soon
✕

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
					▼				▼

Close
Back
Confirm

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

Request Appointment
✕

Confirm the Appointment Details

Provider John, Doe, NP

Date/Time 04/21/2021 7:00 AM

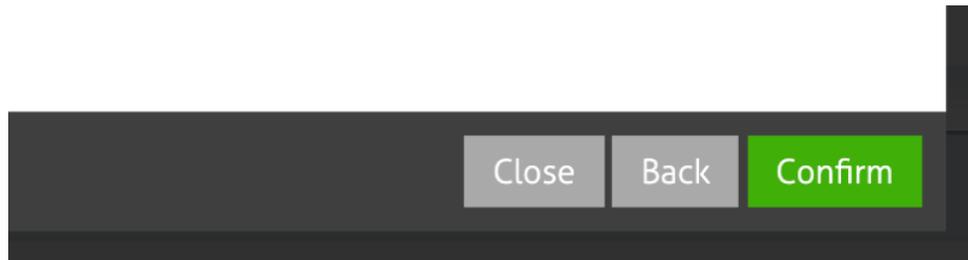
Location Albany Medical Hospital

48 New Scotland Ave Albany, NY - New York 12208

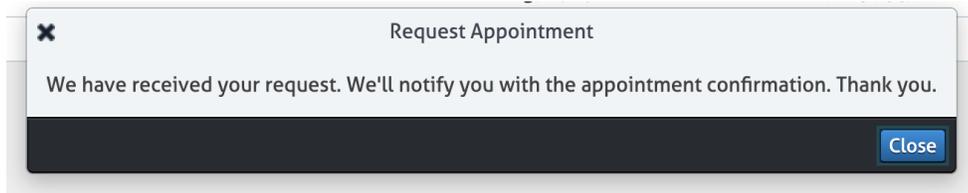
Close
Back
Confirm

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

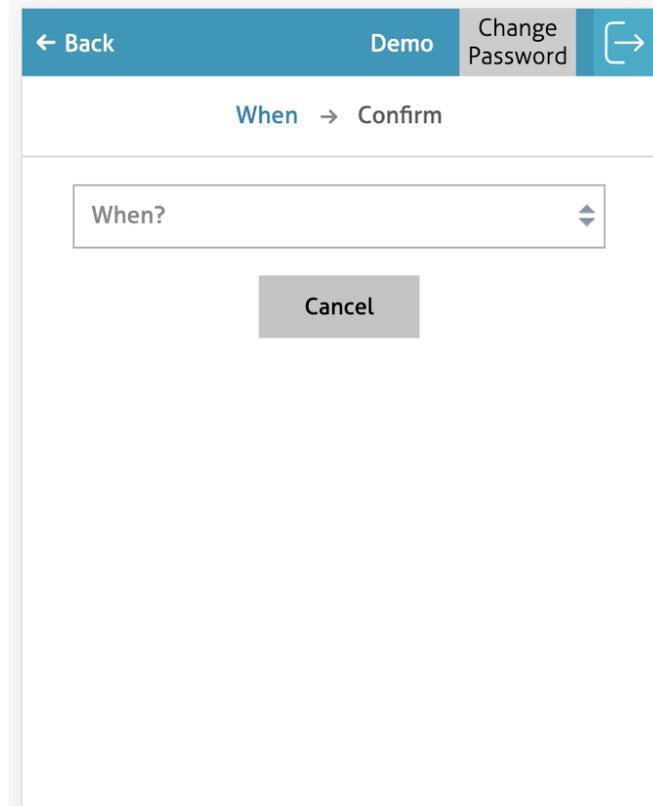
Appointments [Request Appointment](#)

Date 06/11/2021
Time 1:00 PM
Provider/Room DEMO
Location ?
Reason 48H_HOL
Status ABSENT
[Request Reschedule](#)

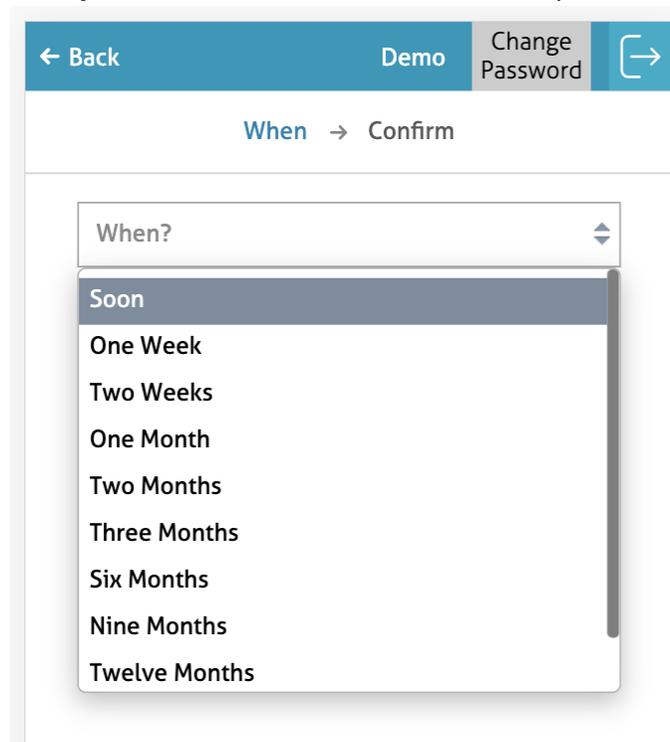
Required Surveys

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.

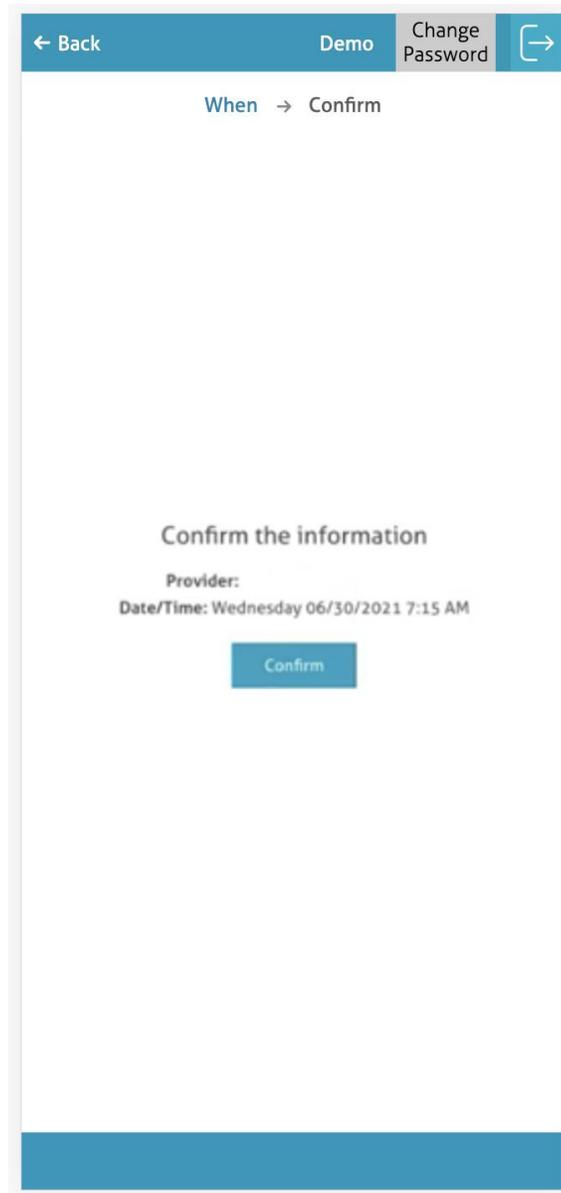
Select the date and Start Time for the appointment by clicking the **Start Time**.

The screenshot shows a mobile application interface for booking an appointment. At the top, there is a navigation bar with a back arrow, the text "Demo", a "Change Password" link, and a forward arrow. Below the navigation bar, the text "When → Confirm" is displayed. A dropdown menu is open, showing "Three Months" with a close button (X). Below the dropdown, the text "Select Date/Time" is visible. The date "Wednesday 06/30/2021" is displayed in a dark blue bar. Below the date, the word "AFTERNOON" is shown in a light gray bar. There are two rows of time selection buttons. The first row contains buttons for "7:00 AM", "7:15 AM", and "7:30 AM". Below these buttons is a downward-pointing chevron. The second row contains buttons for "1:00 PM", "1:15 PM", and "1:30 PM". Below these buttons is another downward-pointing chevron. A dark 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.

