Patient Facing Appointment Selection

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Creating an Appointment

Mobile version
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.

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 tentative appointment details display in the popup. Check if the appointment 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 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](image)

Username

![Password](image)

Password

Forgot Password?

![Login Button](image)

![Switch to Mobile Lite version](image)
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.
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 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.