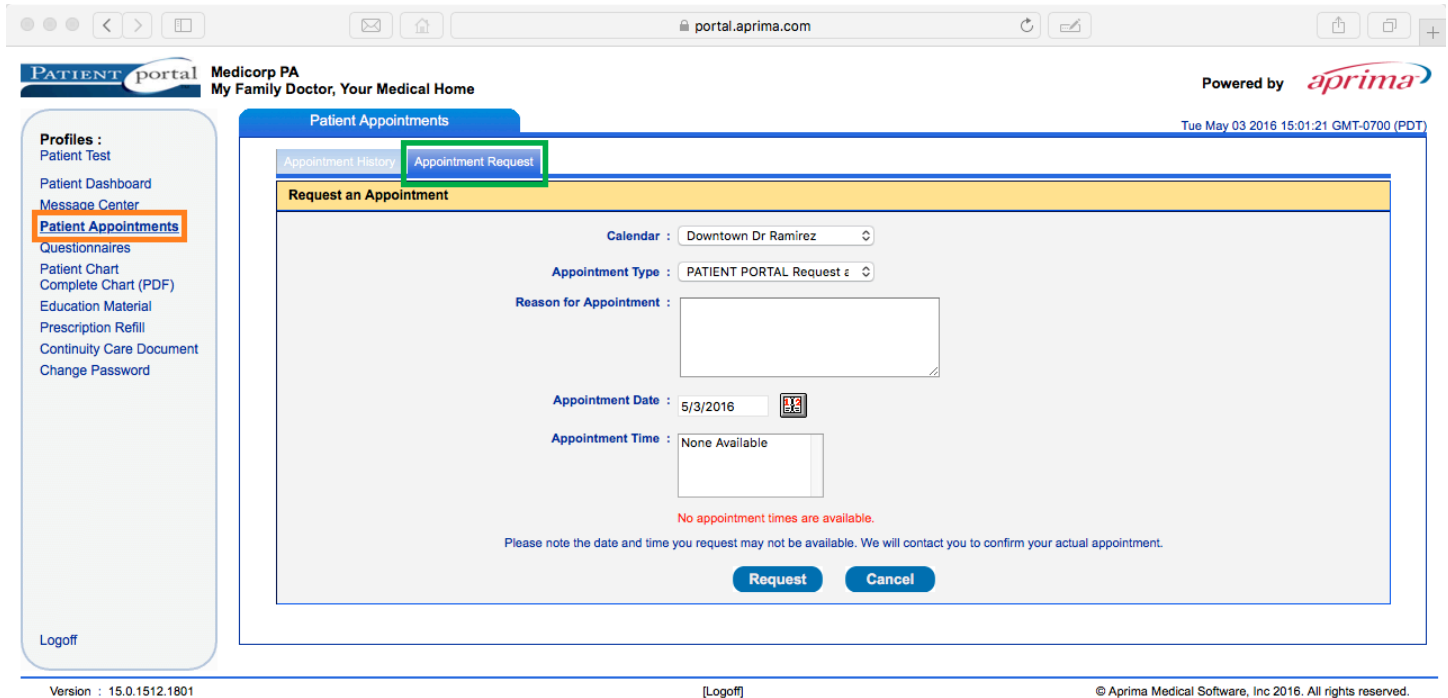


## For requesting an appointment

- Enter the patient portal
- Click on **Patient Appointments** and select **Appointment Request** tab



**Patient Appointments**

Request an Appointment

Calendar : Downtown Dr Ramirez

Appointment Type : PATIENT PORTAL Request

Reason for Appointment :

Appointment Date : 5/3/2016

Appointment Time : None Available

No appointment times are available.

Please note the date and time you request may not be available. We will contact you to confirm your actual appointment.

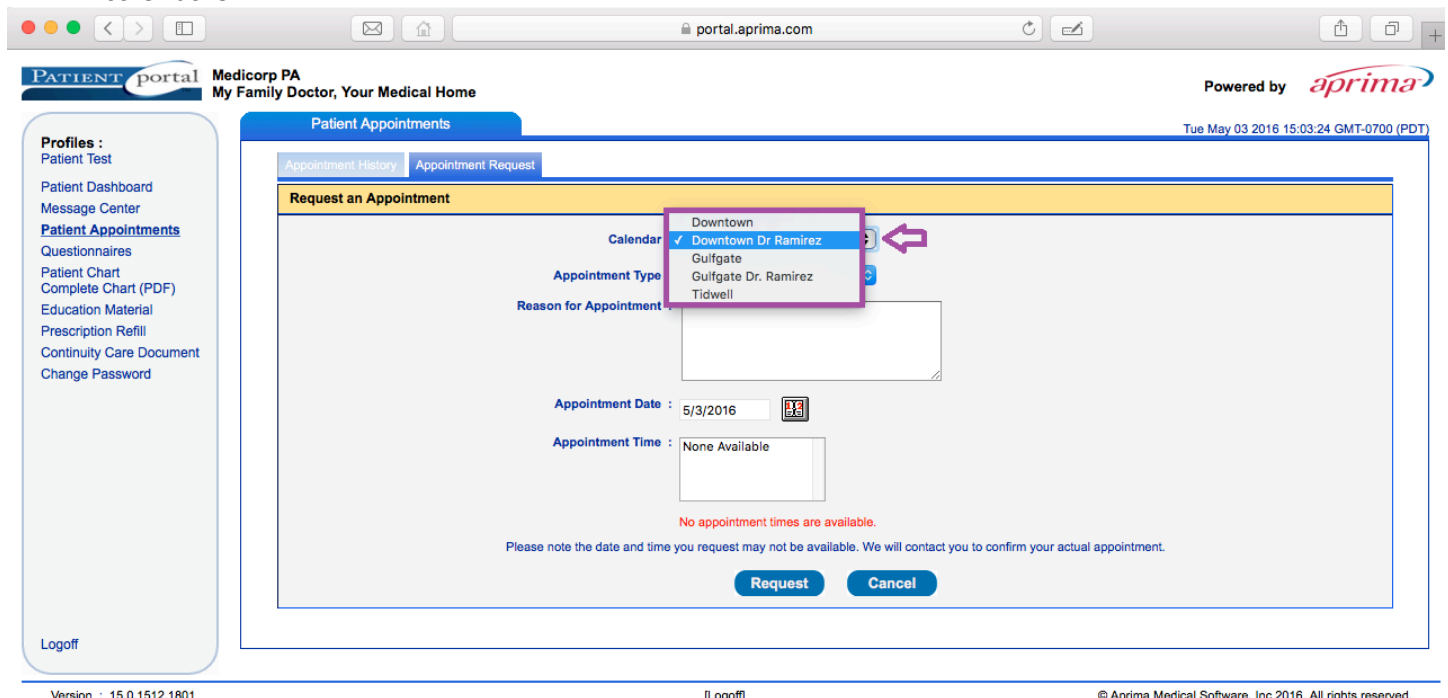
Request Cancel

Version : 15.0.1512.1801

[Logoff]

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- Click on the **calendar option** and select the location were you want to go  
**Note:** Calendars for Dr. Ramirez are typically booked, we recommend you search for available dates from 3 – 4 weeks in advance. An Associate can see you at an earlier date by selecting the other calendars.



**Patient Appointments**

Request an Appointment

Calendar : Downtown Dr Ramirez

Appointment Type : PATIENT PORTAL Request

Reason for Appointment :

Appointment Date : 5/3/2016

Appointment Time : None Available

No appointment times are available.

Please note the date and time you request may not be available. We will contact you to confirm your actual appointment.

Request Cancel

Version : 15.0.1512.1801

[Logoff]

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- Click on the **scheduling book** button for selecting a desired date for your appointment

The screenshot shows the 'Request an Appointment' form in the patient portal. The form includes fields for 'Calendar' (Downtown Dr Ramirez), 'Appointment Type' (PATIENT PORTAL Request), and 'Reason for Appointment' (I have sore throat). The 'Appointment Date' is set to 5/23/2016, and a calendar pop-up is displayed, highlighting the date. The 'Appointment Time' field is currently empty. A 'Request' button is visible at the bottom right of the form area.

- **Select a time** for your appointment request and click the **Request** button
- Note:** If no available appointment times shows up, you should select a further date of service

The screenshot shows the 'Request an Appointment' form with the 'Appointment Time' dropdown menu open, displaying '08:00 AM'. The 'Request' button is highlighted with a red box. The form also includes a 'Cancel' button and a note: 'Please note the date and time you request may not be available. We will contact you to confirm your actual appointment.'

**We have received your request; waiting time to respond should be no more than 1 business day. As soon as we reply back to you with an appointment confirmation, you will be notified with an email; then you can enter the patient portal again to review your appointment.**