



## How to Schedule Patient Portal Appointments

**See Below for Step-by-Step Instructions**

**NEW!** Enhanced Patient Portal with Easier to Find  
First Available Appointments.

**Effective Date is April 15th, 2020.**

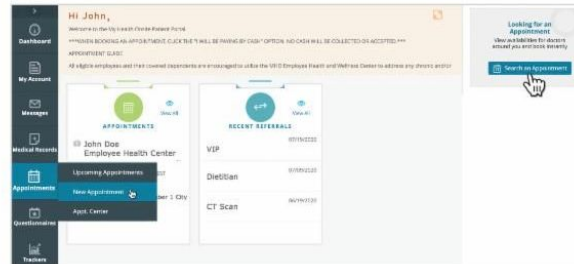
**PLEASE NOTE:** No Cash or Monies will be Collected or Exchanged ,  
but the patient portal requires the "Pay by Cash/Not Applicable" radial button  
to be selected to continue Appointment Booking.

***No Cash or Payment will be Collected for Health Center Services.***



### STEP 1

Go to: [www.my-patientportal.com](http://www.my-patientportal.com) and enter your Username & Password. Click **“Login”** to enter Patient Portal.

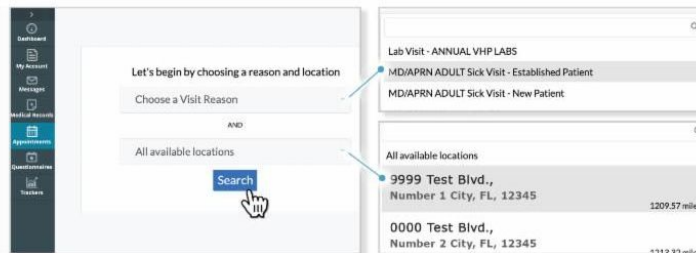


### STEP 2

Select the Appointments Tab at left and select **“New Appointment”** at dropdown menu or hit the **“Search for Appointment”** tab at top right.

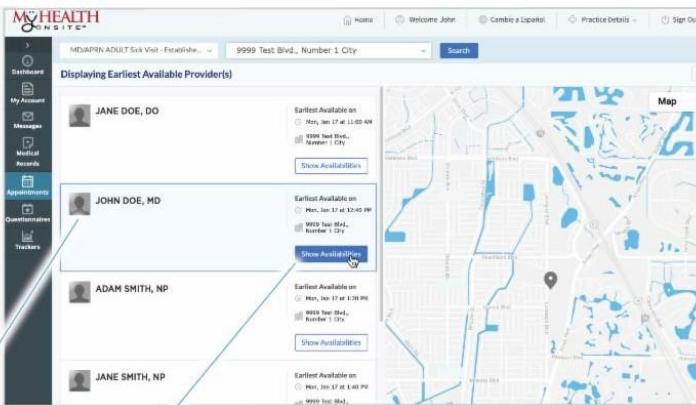
### STEP 3

Choose a **“Reason for Visit”** and then **“All Available Locations”** or search by a specific location.



### STEP 4

Select the Provider you would like to see and then select **“Show Availabilities”**.



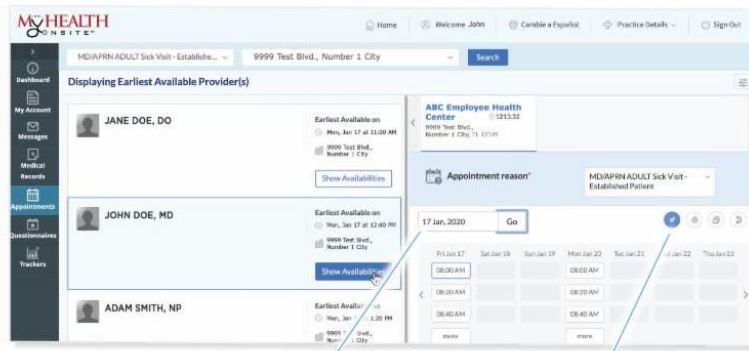
Select the Provider You Want to See



Select Show Availabilities

### STEP 5

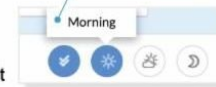
Select the desired date and time you wish to book or select a specific future date and time and then click "Go". Next, under the date, select the time you would like and then it will prompt you to the Patient Details Page of the Appointment.



Select a Future Date to See Available Appointments

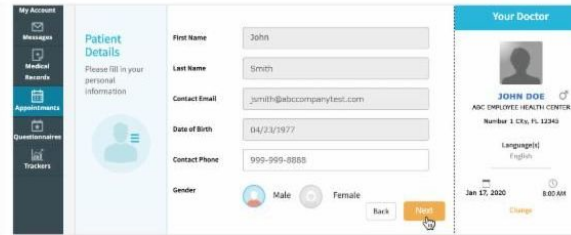


Select Morning, Afternoon, or Evening for Appointment



### STEP 6

On the **Patient Details** page, it is important to confirm your information and appointment details are correct. Click "Next" to go to the "Visit Details" page. (It's important to use a Cell Phone number as your contact phone as you will receive verification of Appointment via text message.)



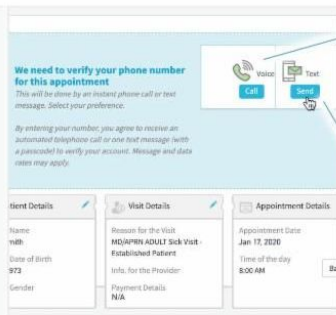
### STEP 7

Select "Yes or No", enter any information you would like the Provider to know about the visit, and then select the "Pay by Cash/Not Applicable" button. Select the "Next" button for Phone Verification of Appointment. (Please note: No cash or monies will be collected or exchanged.)



### STEP 8

To verify by phone call or text message, click the "Voice" icon for voice call or "Text" icon for security code. Enter security code to confirm appointment & click "Book Now".

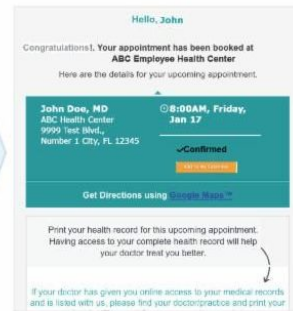


Verify by Cell Phone Call

OR

Verify by Text Message to Cell Phone

Appointment Set! Process is completed.



You Will Receive Email Confirmation of Appointment to Registered Email Account.

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REV040620

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