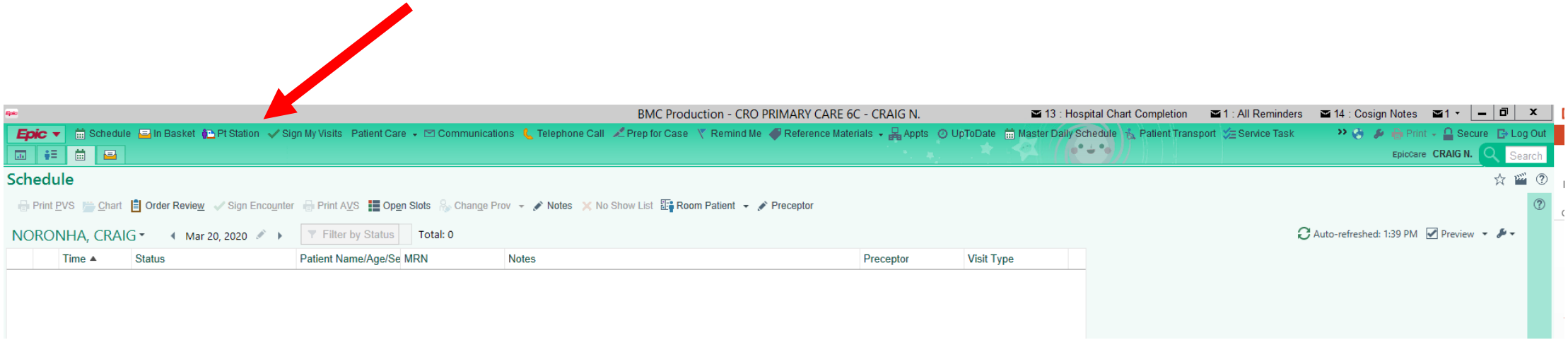
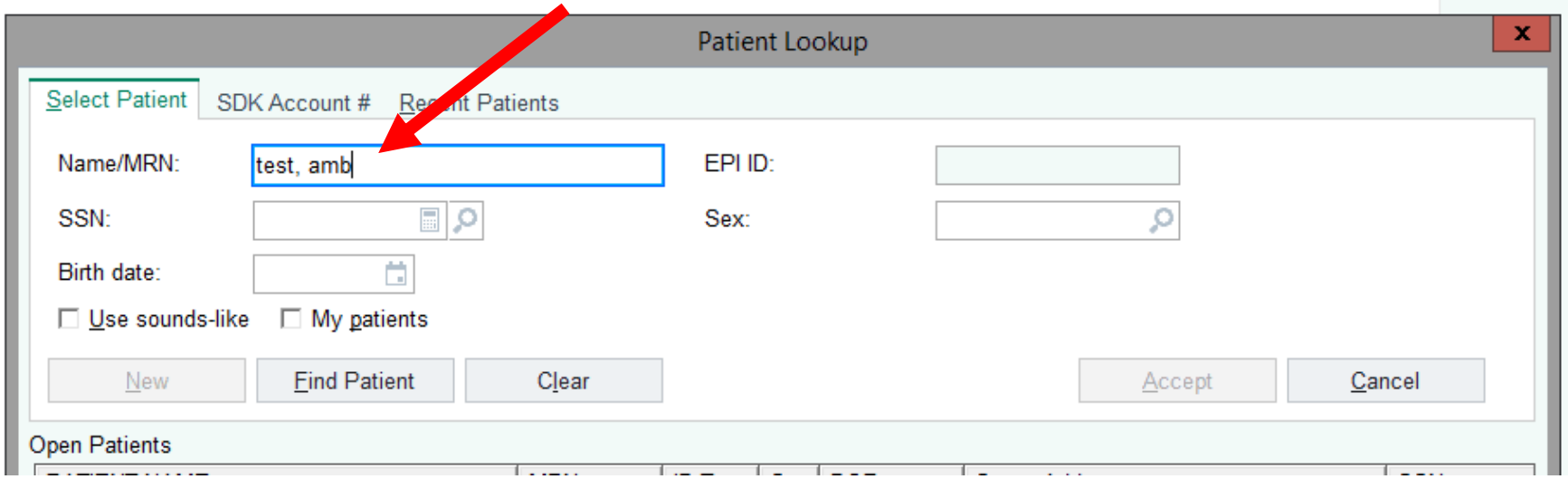
How to schedule own tele-health visits

Craig Noronha

Step 1 - Go to patient station

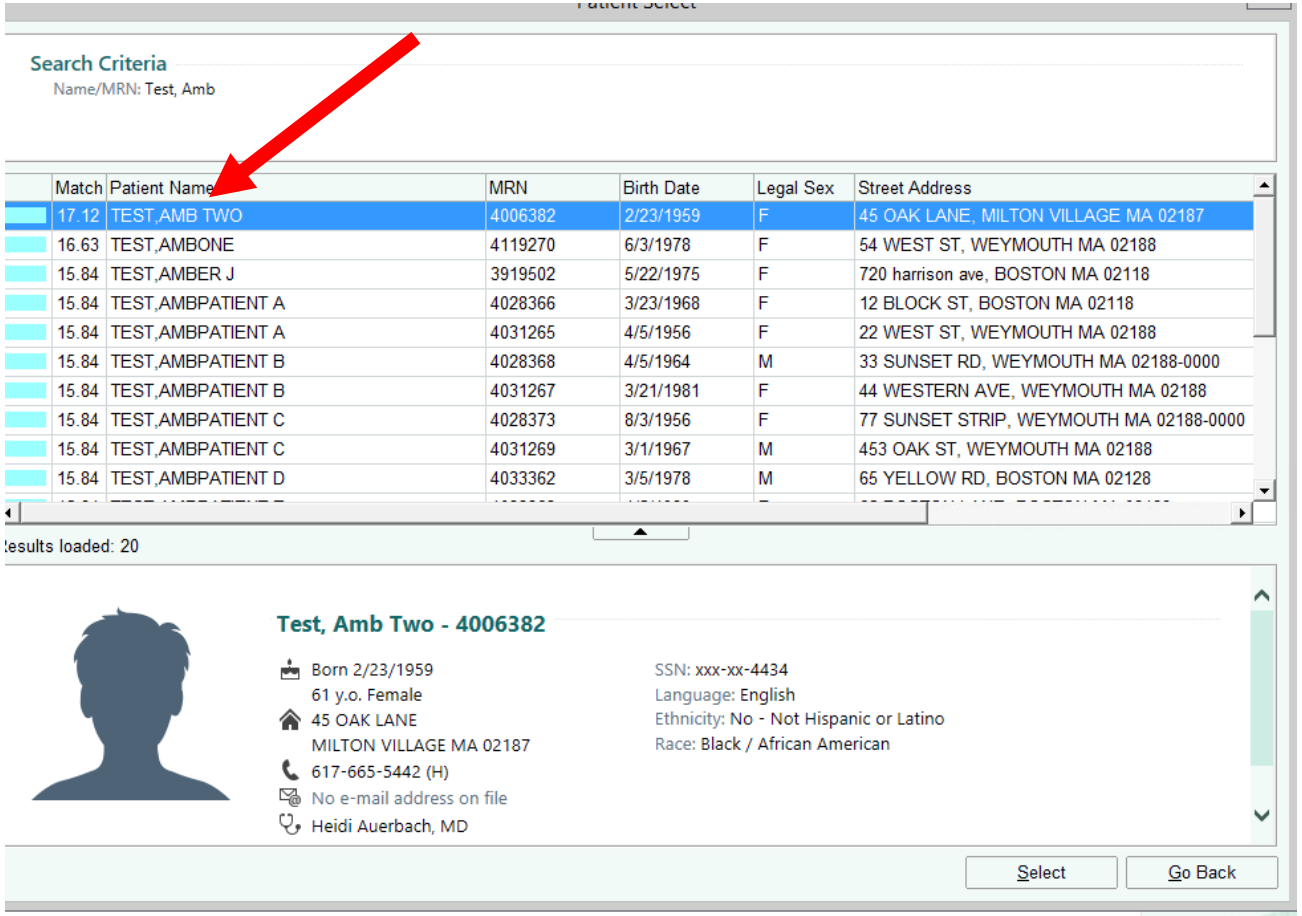


Step 2- type in patient name

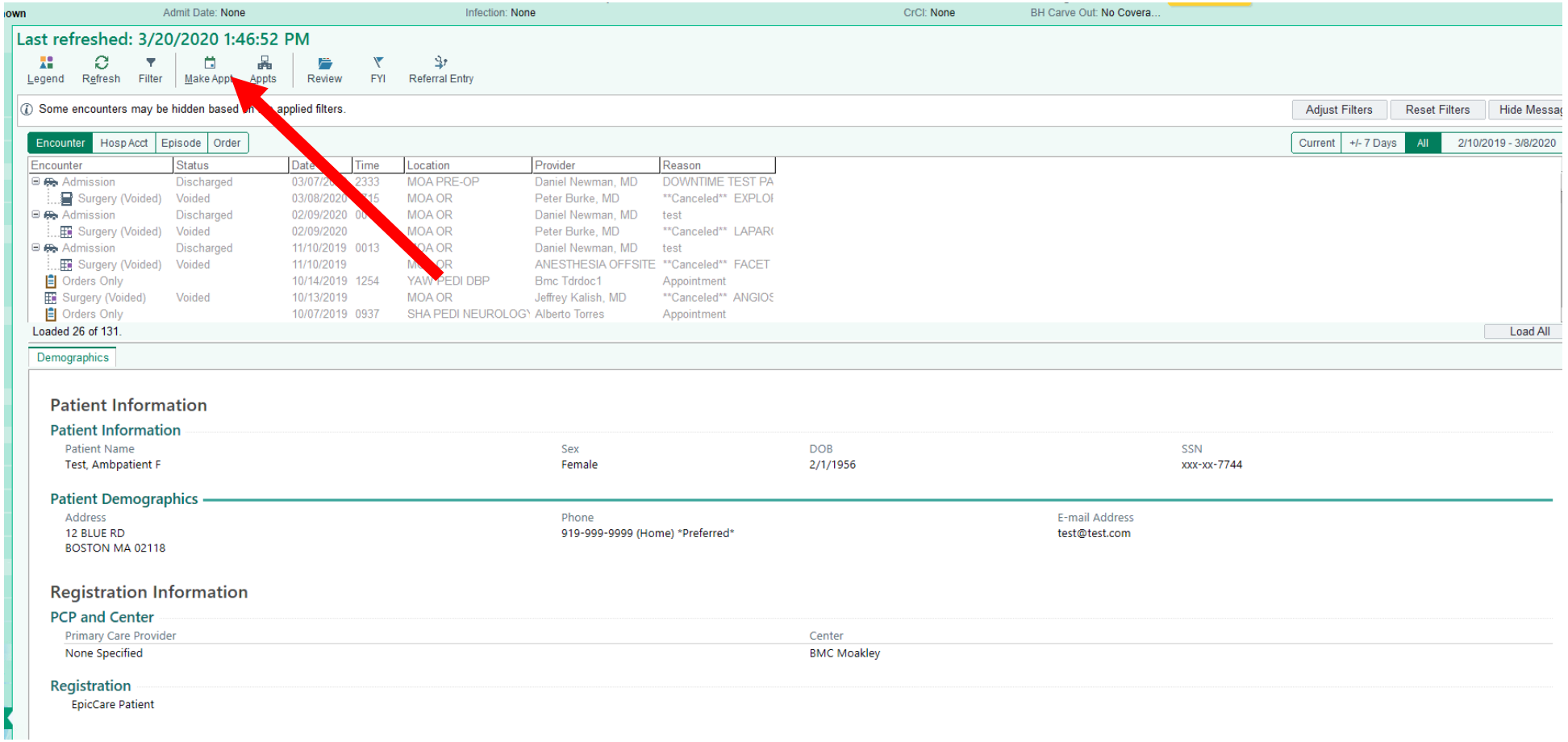


Step 2- You can also use the “recent patients” section

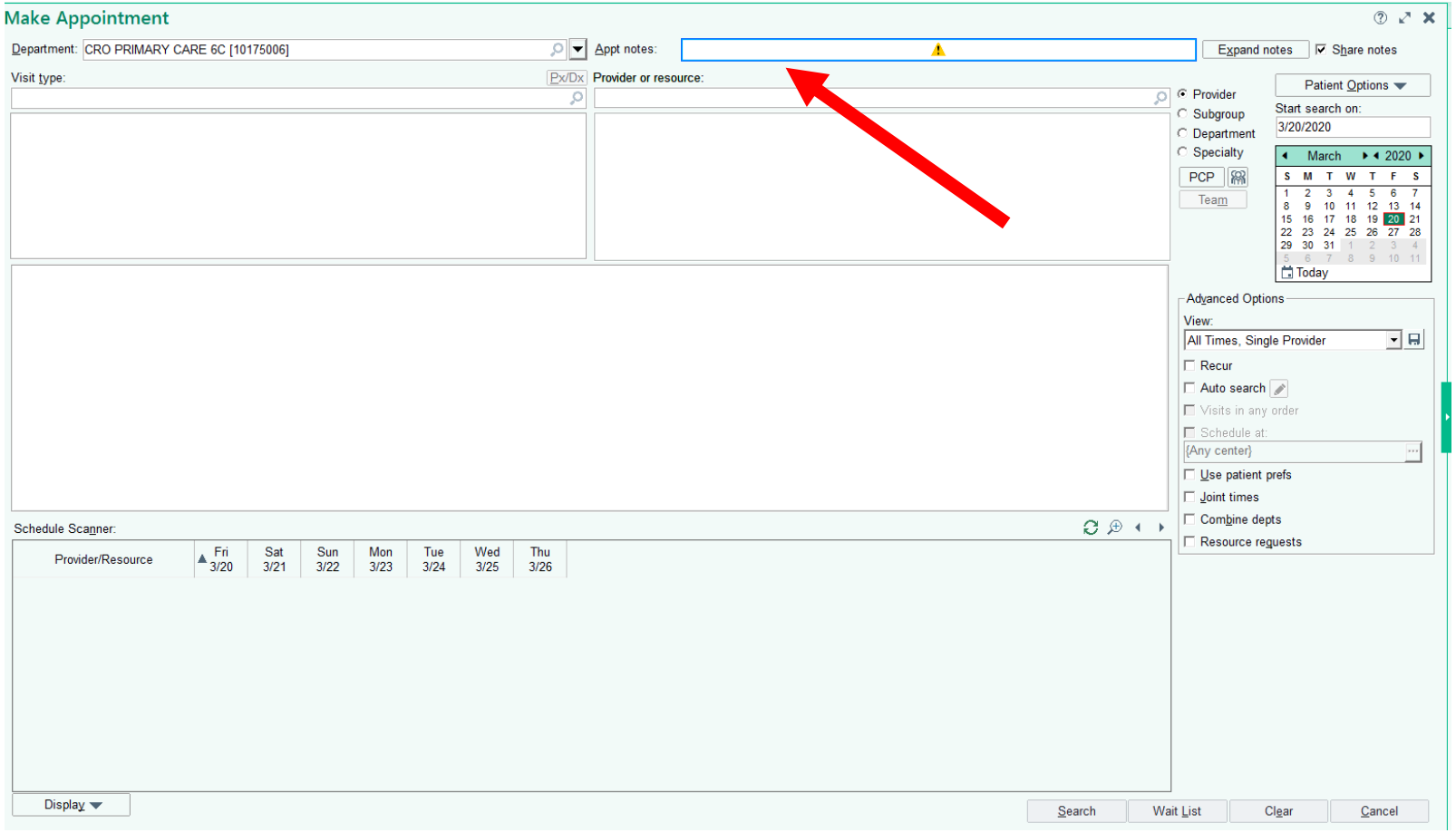
Step 3- select your patient



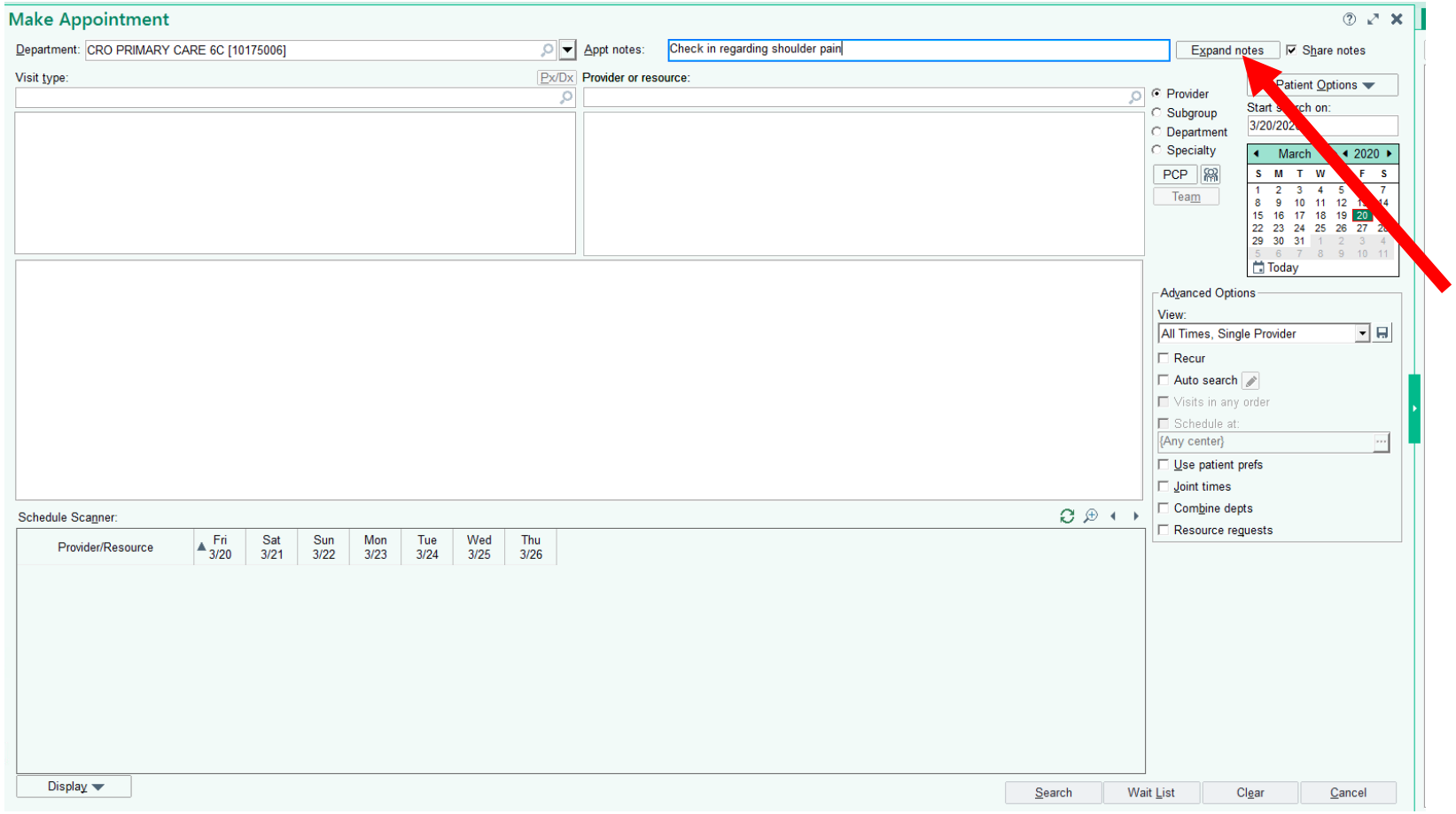
Step 4- select “make appt”



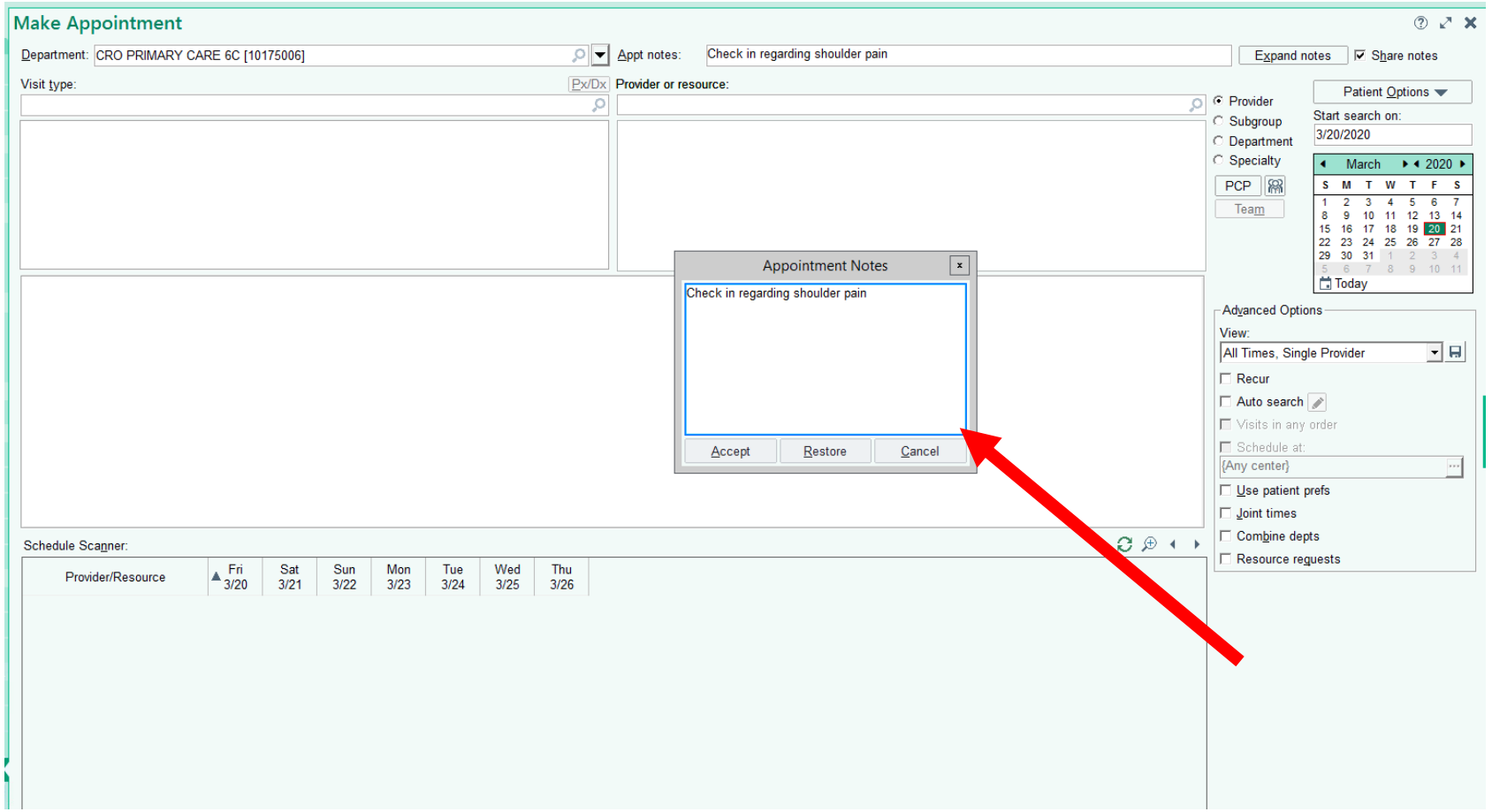
Step 5- fill in Appointment notes



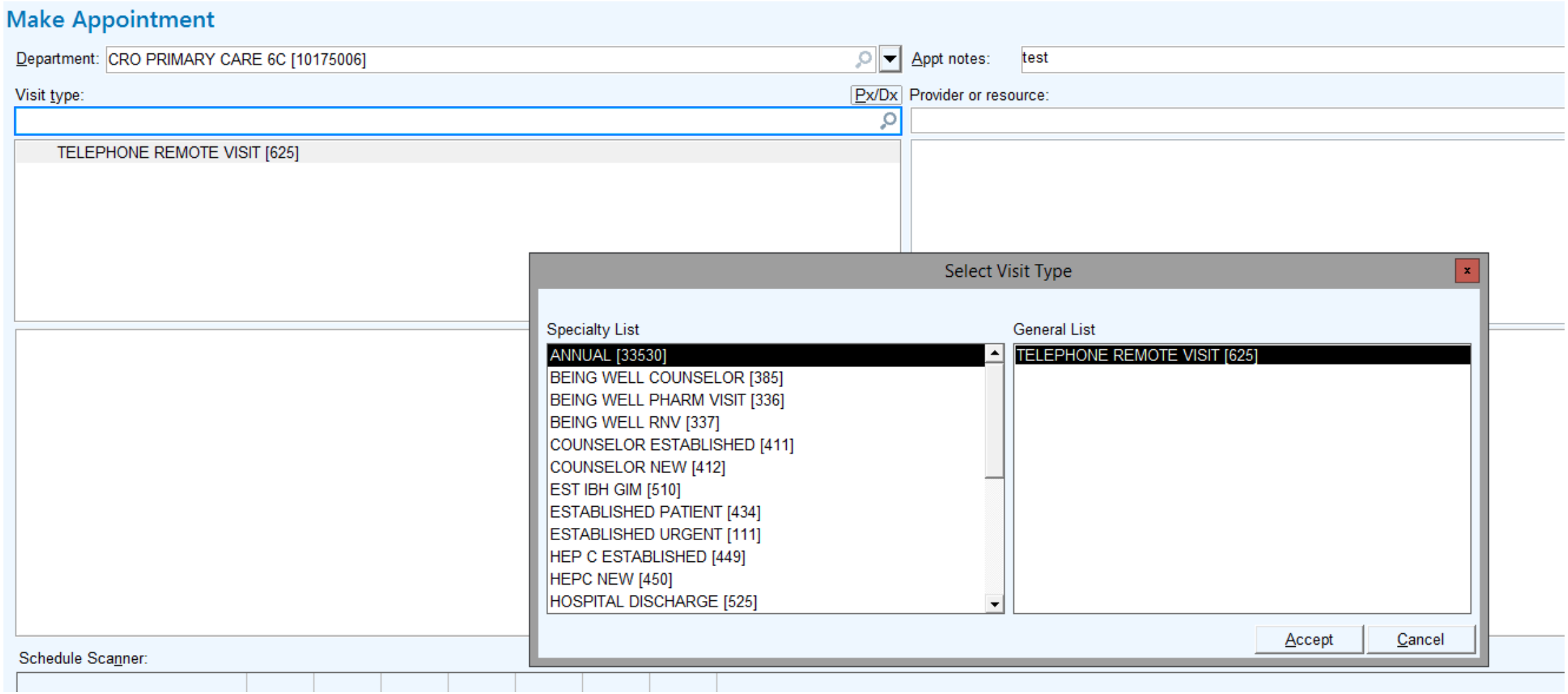
Step 5- you can use expand notes to fill in more information



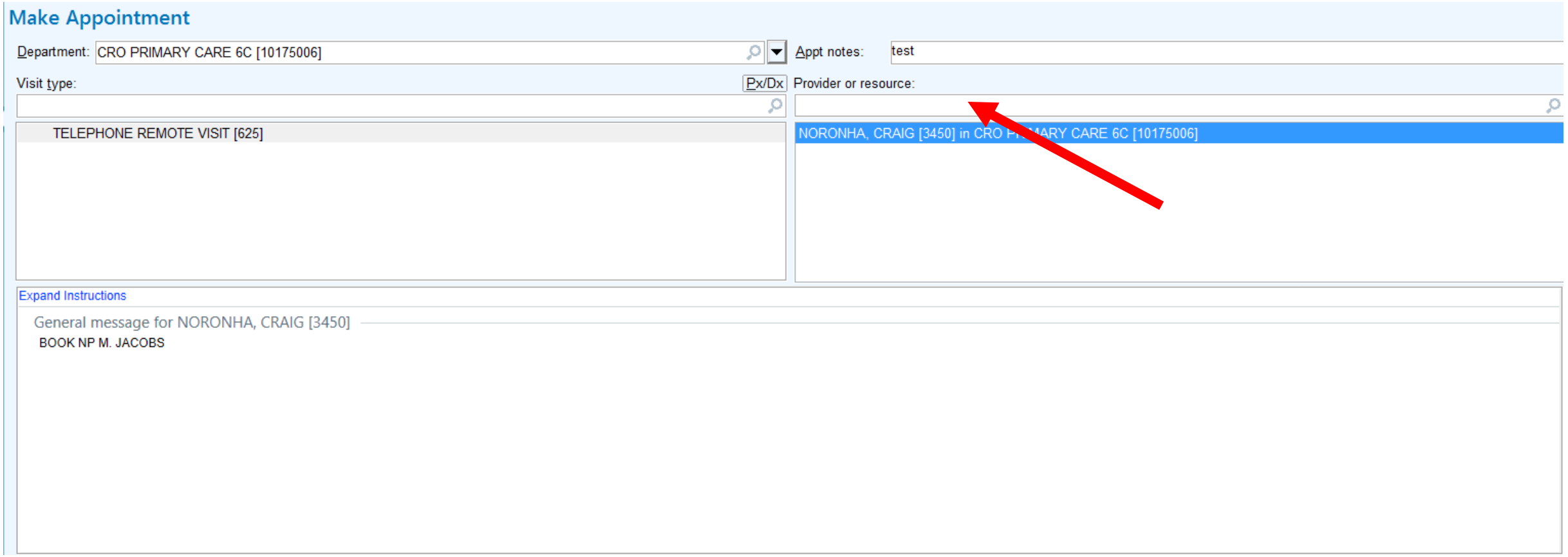
Step 5- expanded notes



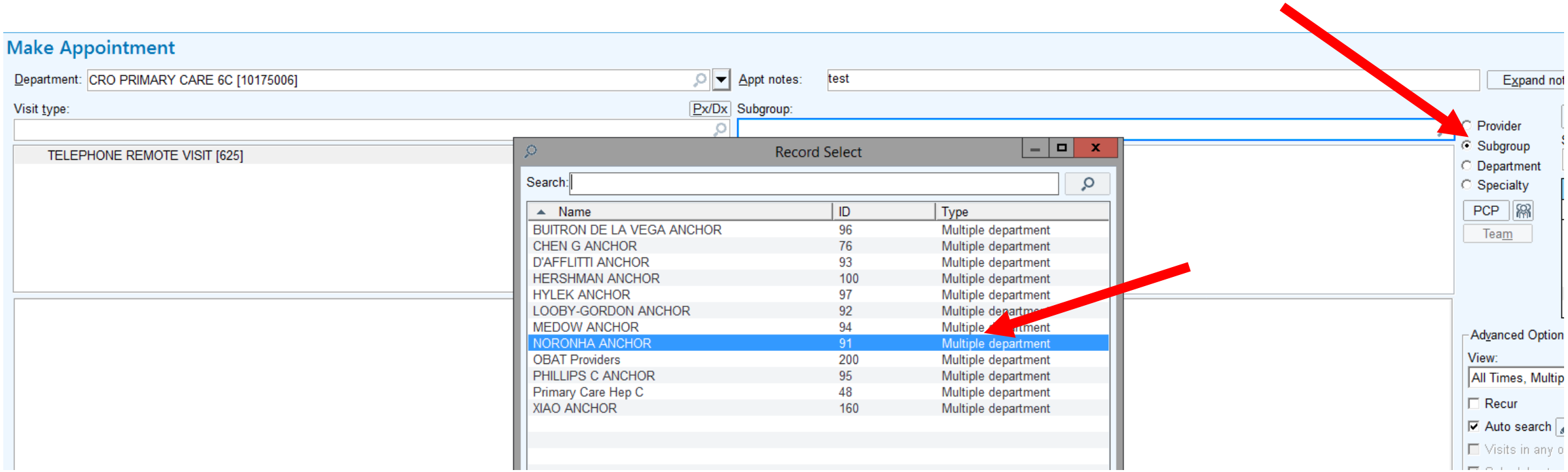
Step 6- choose visit type by double clicking **telephone visit** or type **625**



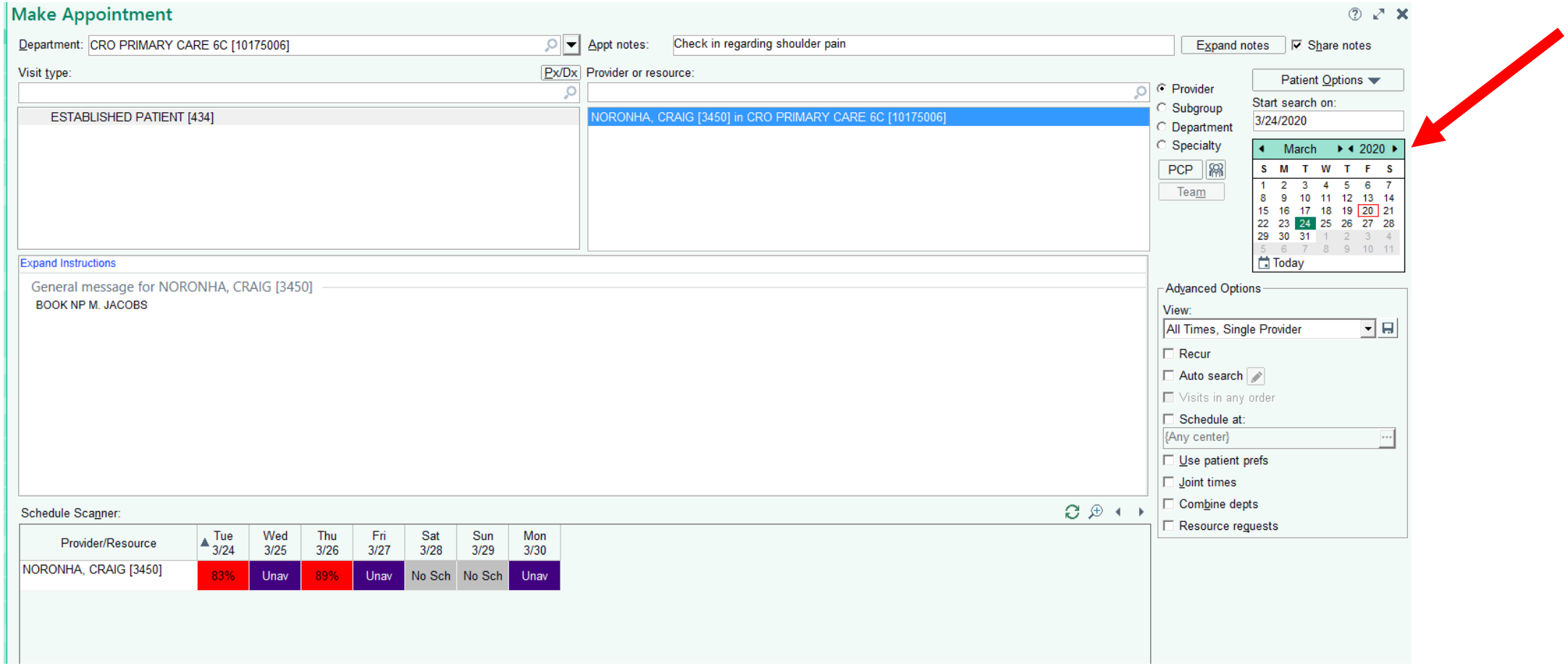
Step 7- pick provider



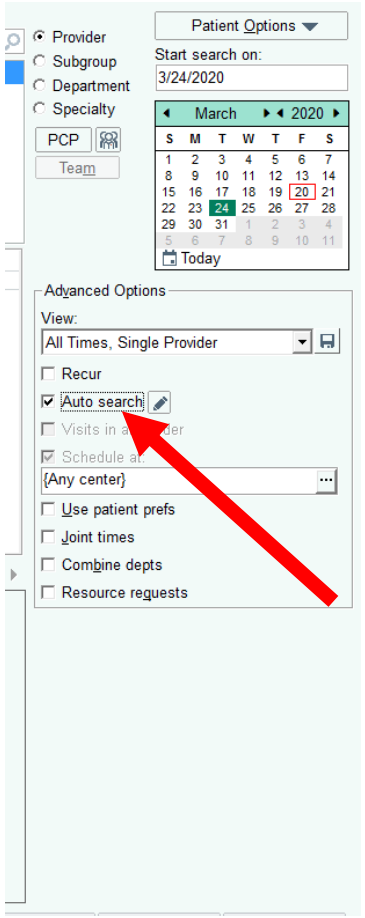
Step 7 – to search by both MD and NP Anchor use subgroup



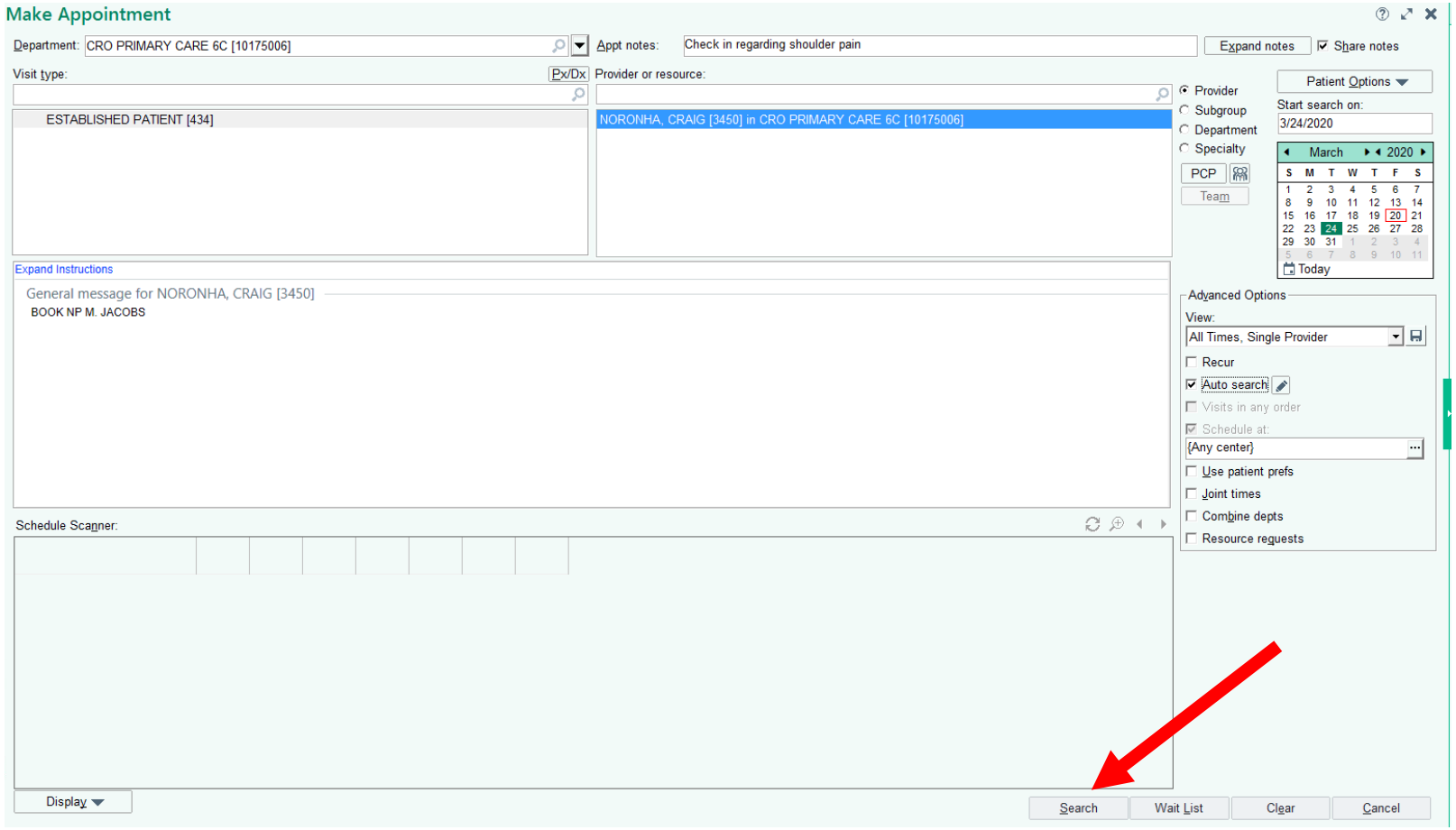
Step 8- Pick a date on the calendar



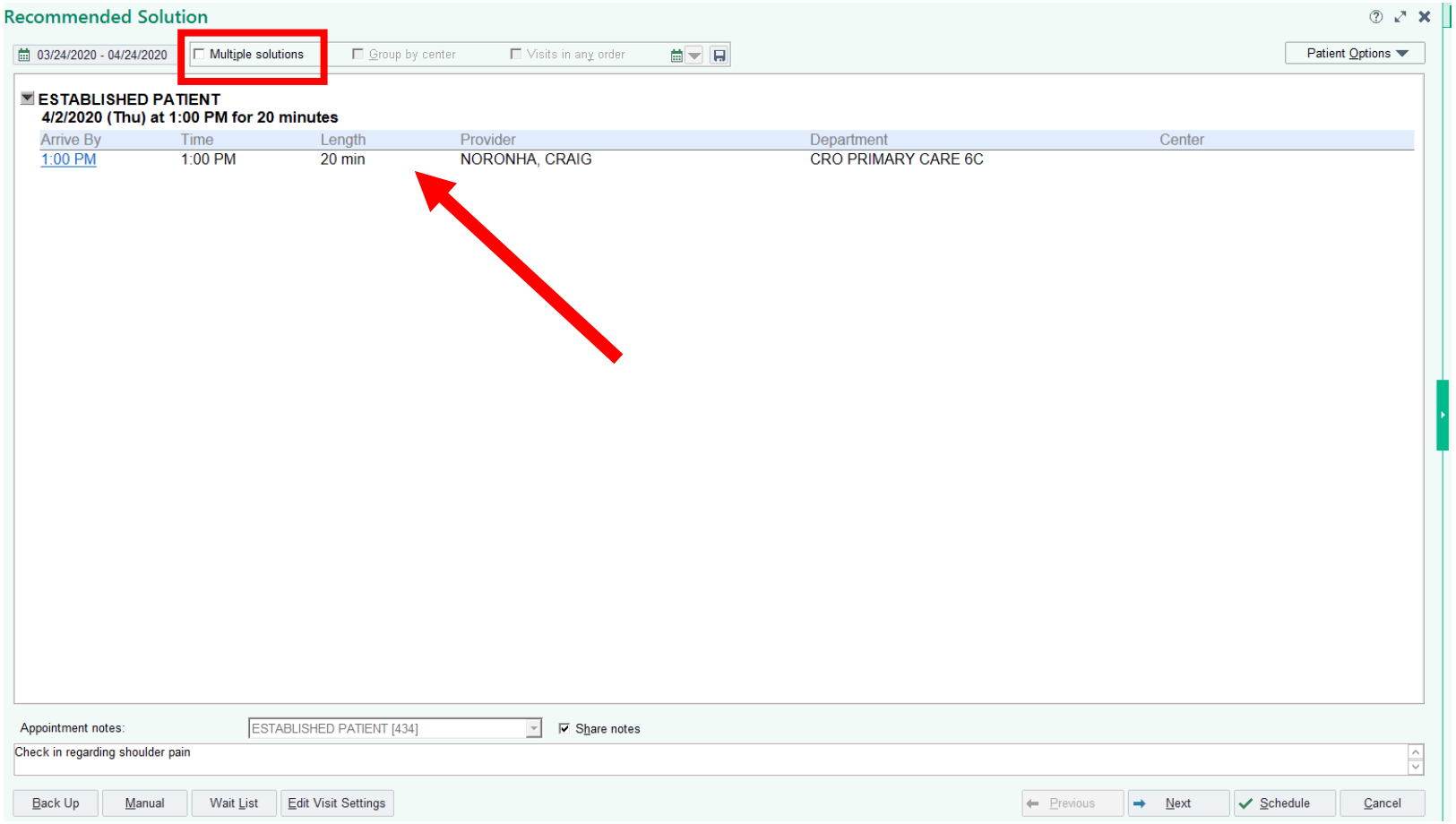
Step 9- click “auto-search”



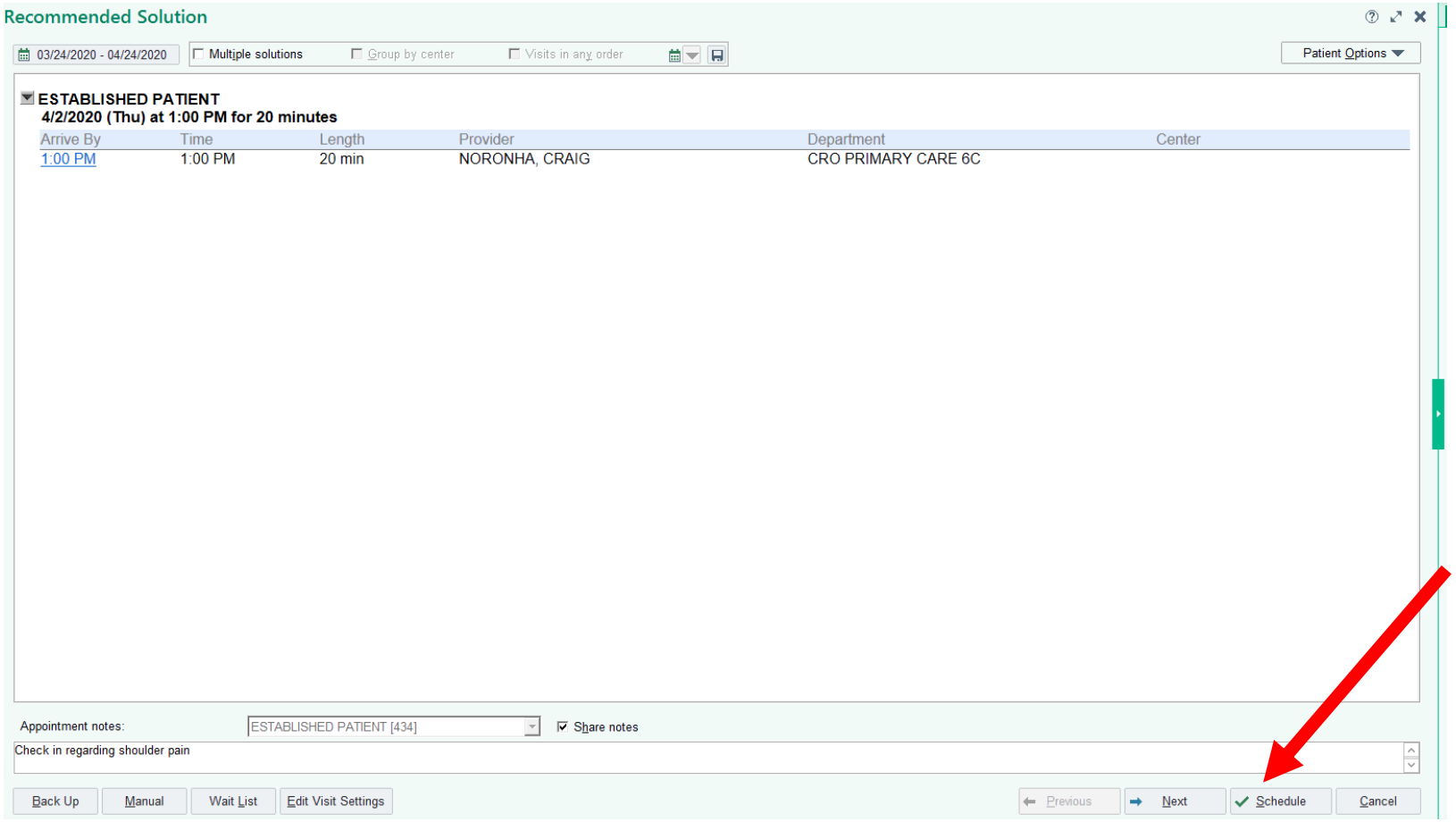
Step 10- Click “search”



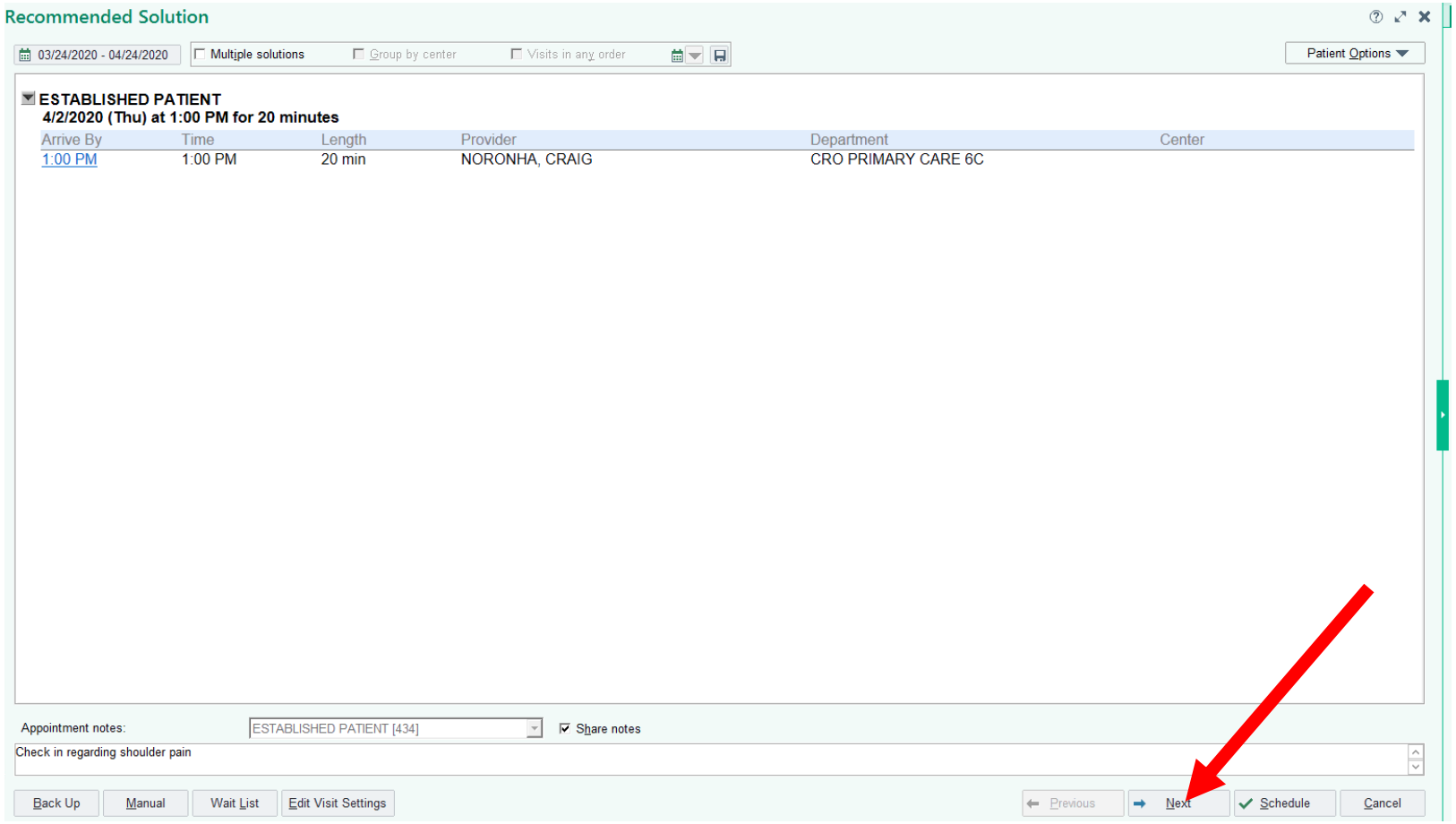
Step 11- choose appointment time and date from options be sure to check Multiple solutions



Step 12- Use “schedule” button to schedule the visit



Step 13- Use “next” button to find more options



Things to remember

- For patients needing a follow up before June 15
- Patients requiring a follow up after June 15 send message to front desk pool to schedule in person visit (if timeline changes we will communicate new guidance)
- Only for scheduling telephone remote visits – if patient needs to be seen in person route note to front desk pool
- Schedule only with patient's PCP or NP Anchor
- The system will only return available appointments for when you are scheduled to "see" appointments if you do not have a template on Friday PM, Friday PM appointment time won't be an option
- Do not schedule same day appointment
- Contact Brenda / Alyssa / Sophia with questions