


# Patient Portal: Schedule an Appointment

A quick reference guide  
for parents

Appointments can be requested or scheduled directly on the practice's schedule!  
The availability of these options depends on the practice's preferred scheduling method.


If you have any questions about requesting or scheduling an appointment via the portal, please contact the practice.

- 1 After logging in, select the toggle button for the patient to access their portal homepage, and click the **Schedule an Appointment** tile.


 **TIP:** You can also go to Appointments in the Navigation Panel and click **Request a New Appointment**.

- 2 Select who the appointment is for, and click **Continue**.
- 3 Select the **practice location** where you would like to schedule the appointment, and click **Continue**.
- 4 Review the disclaimer message, and click the Continue button.
- 5 Select the **type** of appointment you're scheduling, enter a brief **description**, and click **Continue**.
- 6 Select the patient's insurance from the **Previously used insurance** list. If the insurance is not listed, you can select to enter new insurance and enter the insurance details. Or, you can select to provide the insurance information in person.

- 7 Select your preferred **date** and **provider**, and click **Search for Available Appointments**. The provider's availability is displayed.

 **TIP:** If you need to change the provider selection after searching for times, you must click the Search button again to refresh the list of available appointments.

- 8 Click the time on the **date** that works for you. If additional times are displayed, select from the list.
- 9 Review the confirmation details and click the **Yes** button to complete scheduling or requesting an appointment.

 **TIP:** The **Yes** button indicates whether you are requesting an appointment or scheduling it directly on the practice schedule.

**YES, SCHEDULE THIS APPOINTMENT**

This means the appointment is put directly on the practice schedule.

**YES, REQUEST THIS APPOINTMENT**

This sends a message to the practice requesting the appointment.

- 10 Review and close the confirmation window. If the appointment was scheduled directly on the practice schedule, you will receive a notification email.