

Self Scheduling via your IntelliChart Patient Portal

Self Scheduling is available for three different appointment types (with more to come):

- **Flu Clinic** - schedule your child's flu shot with the office Nurse
 - **Well Child Check / Yearly Physical** - schedule your child's next wellness exam.
 - Tip: if your child is over 3 years old their exam is due yearly. Some insurances require you to wait 12 months, not just a new age/calendar year. It's important to check your insurance policies regarding well child checks to avoid any extra out of pocket expenses.
 - Tip: If you're not sure when their last wellness exam was, you can find that information in their visits in the My Chart dropdown.
 - **Well Visit Additional Time** - schedule your child's next wellness exam and discuss any extra concerns you have with the provider or if your child is on controlled medications and you'd like to complete their med check with their well check.
1. After logging in, select the toggle button (top right) for the patient to access their portal homepage, and click **Schedule an Appointment tile**.
 2. In the drop down, select **who** the appointment is for
 3. Read the disclaimer then click Continue
 4. In the **Appt Type** drop down select the appropriate appt type (see definitions above). Reason for visit is a required field, just briefly state reason for visit. If you're scheduling a flu vaccine use this area to note if you want the vaccine given in drive up or in office. Select continue.
 5. Select which **insurance** you will use for this visit or enter new insurance if you don't see yours listed. Click continue.
 6. Select your **preferred date** or Next available and your **preferred provider**. If no preference can leave "any" to see all available appt. Click Search Appointments.
 7. Click on the **time** under the date that works for you. If additional times are displayed, select from that list.
 8. Review the confirmation details, NOTE:
 - a. Appointments selected within 24 hours of scheduling are "requested" and the office will confirm via email/patient portal message once the appointment is scheduled.
 - b. Appointments 24 hours or after are real scheduled appointments, the office will only contact you if there are changes needed.
 9. Review and close the **confirmation** window.
 10. Your appointment will show in future appointments on your patient portal dashboard
 11. You will receive a Phreesia email and/or text starting 72 hours before your appointment time with you pre registration workflow. We ask that you complete this at your earliest convenience as this helps the office prepare for your visit.

If you have any questions or concerns please contact the office at 785-856-9090 or via patient portal messaging.