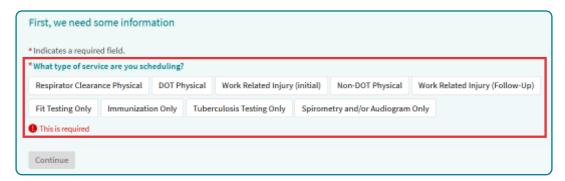


Scheduling an Occupational Medicine Appointment for an Employee

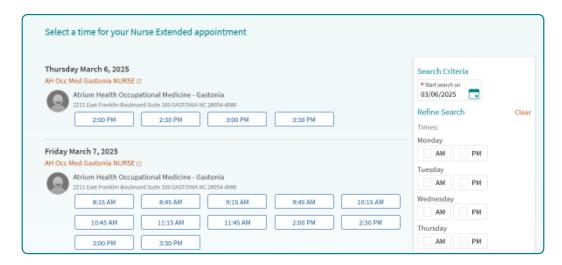
1. Select the **clinic location** where you would like to schedule the appointment.



2. Select the **service** you would like completed. You may be asked additional questions to ensure all services are completed.

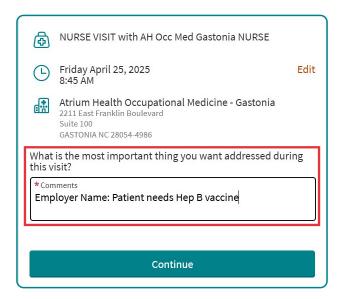


3. Select a time for the appointment. Use the calendar to select a different date.

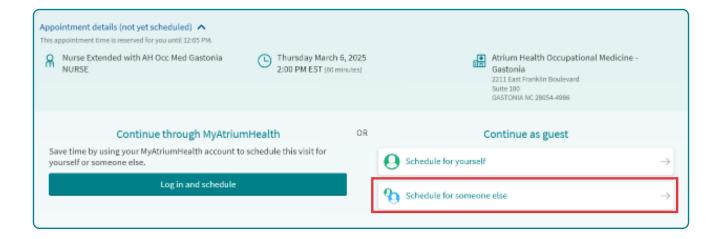




4. In the Comments section, enter the employer name and the reason for scheduling the appointment.



5. Click Schedule for someone else.





6. On the Patient Information window, fields with a * are required to continue in the scheduling process. Supervisors should not ask an employee for unknown demographic information. If the patient information is unknown, use the default values listed below.

Patient Address UNKNOWN ADDRESS CHARLOTTE, NC 99999

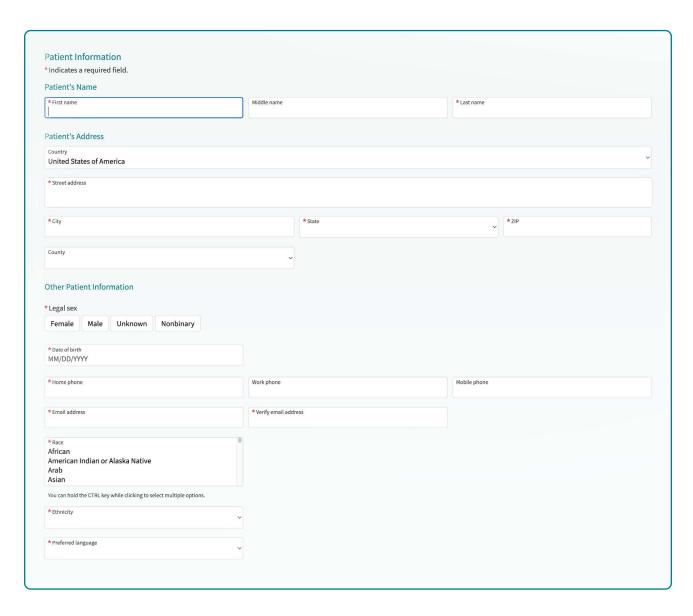
Legal Sex Unknown **Date of Birth** 01/01/1900 **Phone Number** 888-888-8888

Email noemail@gmail.com

Race
Unable to Obtain
Ethnicity

Unknown

Preferred Language Unable to Obtain





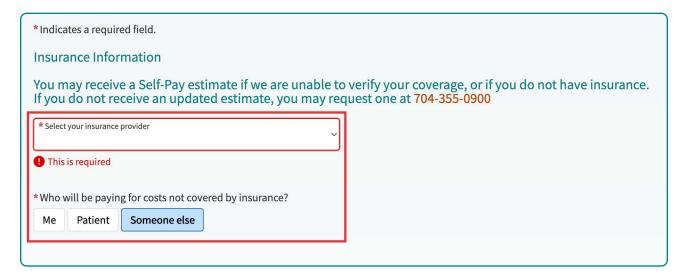
7. Enter **Your Name** and **Your Contact Information**, which will be used if the appointment needs to be rescheduled.



8. In the Relationship to Patient field, select Other.



9. In the insurance provider field, select **No insurance** and for who will pay for **costs not covered by insurance**, select **Someone else**.





10. Click Schedule.



11. You will receive a message confirming the **Appointment is Scheduled**.

