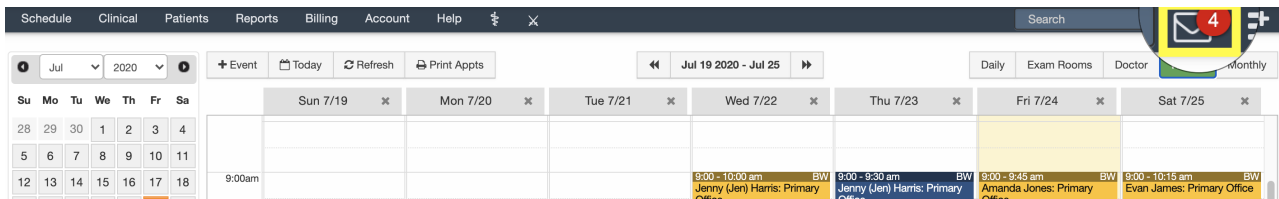# Viewing Notifications of Appointments Scheduled through OnPatient
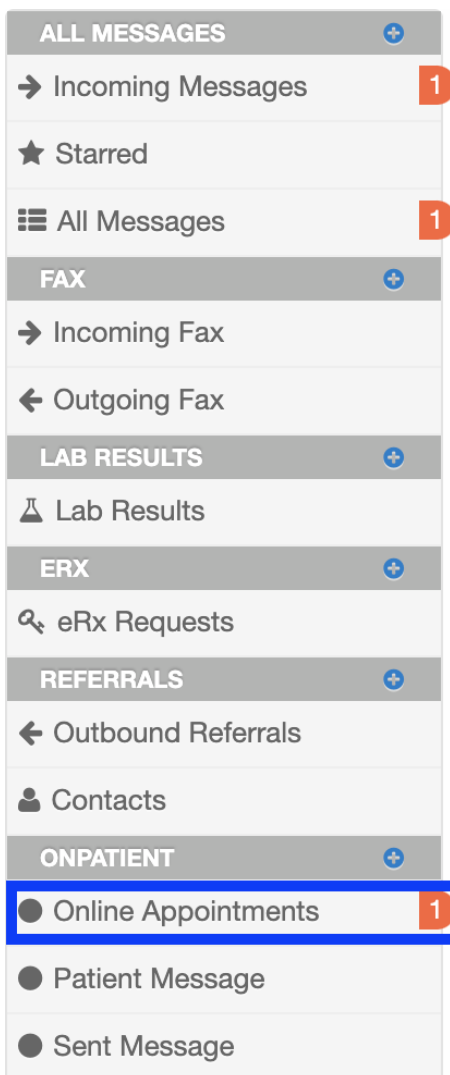
07/24/2024 10:37 pm EDT

When a patient schedules an appointment through the OnPatient portal, you will get a notification in your message center. To access your message center, click on the mail (

) icon on your navigation bar.

1. In your message center, scroll down to the **OnPatient** section on your left-hand navigation menu. In this section, select **Online Appointments**.

2. When patients schedule, reschedule, or cancel their appointments via the OnPatient portal, you will get a message notifying you of the appointment.

Online Appointments ?

Mark as Read	Mark as Unread	Show Archived					Search Messages	

		To	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	▼ Updated
☐	☆	James Smith	■ Online Appointment	Jenny (Jen) Harris				Sept. 22, 2020, 10:18 a.m.	Sept. 22, 2020, 10:18 a.m.

3. Click on the message to view the details about the appointment. The patient's reason for visit will appear in **Bold.** Clicking **here** will open the appointment window.

■ **Online Appointment**   Create task

From: Jenny (Jen) Harris   **Tuesday, September 22, 2020 10:18 AM**

👤 View associated patient Jenny (Jen) Harris   📧 Audit Log   ☆

Notes

+ Add

	The patient **Jenny (Jen) Harris** scheduled an appointment with you via onpatient for: **2020-09-23 08:00:00**.	
James Smith	The provided reason for this appointment is: **Back Pain**	Sep 22, 10:18 a.m.
	You can find more information about this appointment here. ⬅	
	Please make sure to notify the patient if you can not make it.	