Viewing Notifications of Appointments Scheduled through OnPatient

07/24/2024 10:37 pm EDT

 \bowtie

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.

Schedule Clinical F					ical	F	Patient	s Repo	rts Billing	Accour	Help 🛊 🗙									Search		
0	J	Jul	`	2	020	*	0	+ Event	🗂 Today	2 Refresh	🕀 Print Appts			•	Jul 19 2020 - Jul 25	₩			Daily Exam Room	is C	octor	Monthly
Su	M	οт	ſu '	We	Th	Fr	Sa		Sun 7/1	19 ×	Mon 7/20	ж	Tue 7/21	×	Wed 7/22	ж	Thu 7/23	х	Fri 7/24	×	Sat 7/25	ж
28	29	9 3	80	1	2	3	4															
5	6	6 7	7	8	9	10	11															
12	13	3 1	4	15	16	17	18	9:00am							9:00 - 10:00 am Jenny (Jen) Harris: F		9:00 - 9:30 am Jenny (Jen) Harris: Prir	BW mary	9:00 - 9:45 am Amanda Jones: Prima		9:00 - 10:15 am Evan James: Prim	BW ary Office

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 ?													
M	ark as	Read Mark as	Jnrea	d Show Archived	Search Messages Q								
		То	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	t						Create task
From: Jenny (Jen) Harris						Tuesda	y, September 22, 2020 10:18 AM
Liew associated patient Jen	nny (Jen) Harris	Audit Log					
Notes							
+ Add							
James Smith	The provided rea	ason for this appoin re information abou	eduled an appointment t tment is: Back Pain It this appointment here, ent if you can not make i	←	tient for: 2020-09-23 (08:00:00.	Sep 22, 10:18 a.m.