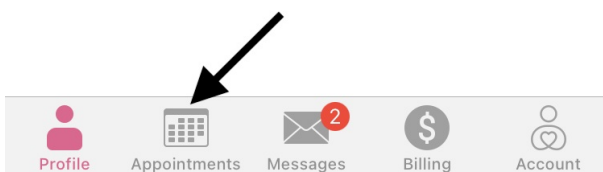
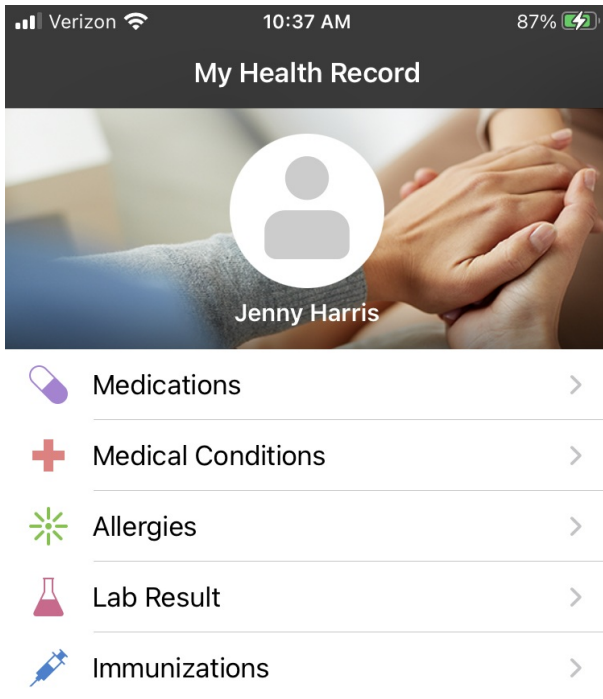


Checking In to an Appointment

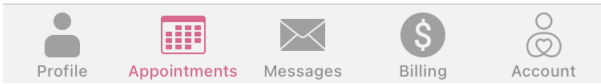
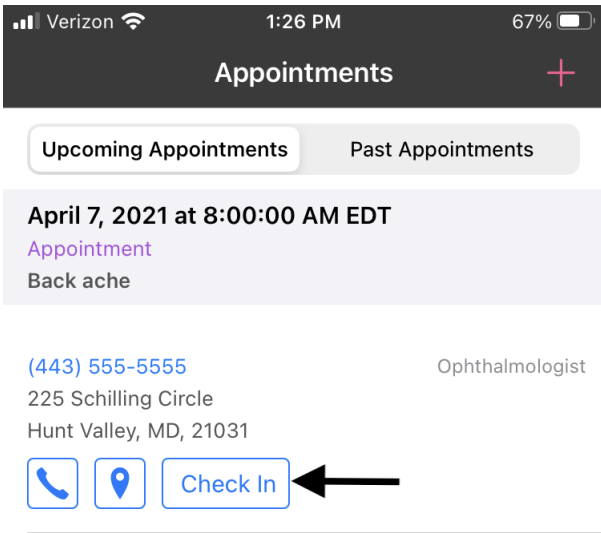
07/24/2024 1:10 pm EDT

Patients can check in for their appointments through the OnPatient app and complete their onboarding before they arrive at the office or start a video visit.

1. To begin, navigate to the **Appointments** menu.



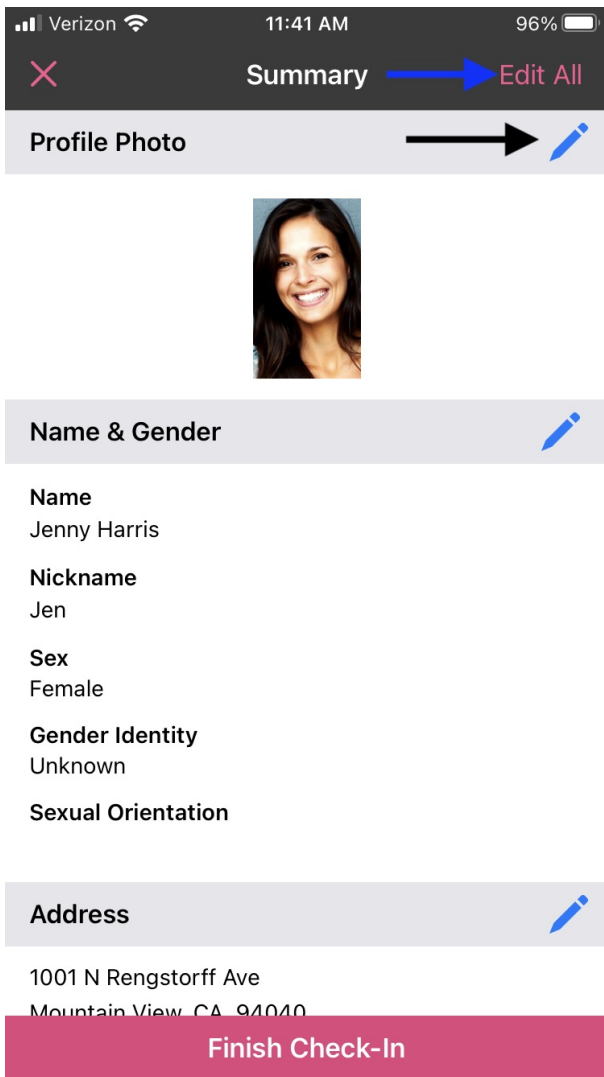
2. Under **Upcoming Appointments** tap **Check-In**.



3. Patients can edit any individual section by selecting the pencil (



) icon. Tapping **Edit All** will take section by section to enter or edit information.



4. The check-in process will take the patient through several screens to enter information. Selecting **Next** will take you to the next section. Fields marked with an (*) are required. At any time they can select the home (




) icon to return to the main screen above. For more information on setting up OnPatient forms for check-in, see our article [here](#).

Verizon 11:41 AM 96%

Profile Photo

Back Next



Upload Photo Take Photo

Verizon 11:41 AM 96%

Name & Gender

Back Next

First Name * Jenny

Last Name * Harris

Middle Name Suffix

Nickname Jen

Sex Female

Gender Identity Unknown

Sexual Orientation

Verizon 11:42 AM 96%

Address

Back Next

Street Address Line 1 1001 N Rengstorff Ave

Street Address Line 2

City Mountain View

State CA Zip Code 94040

Verizon 11:42 AM 96%

Background Information

Back Next

Date of Birth 02/11/1980

Perferred Language English

Race White

Ethnicity Not Hispanic or Latino

Social Security # 111-11-1111

Verizon 11:42 AM 96%

Contact Information

Back Next

Home Phone (844) 569-8628

Cell Phone

Work Phone

Email Address sample@sample.com

Verizon 11:42 AM 96%

Emergency Contact

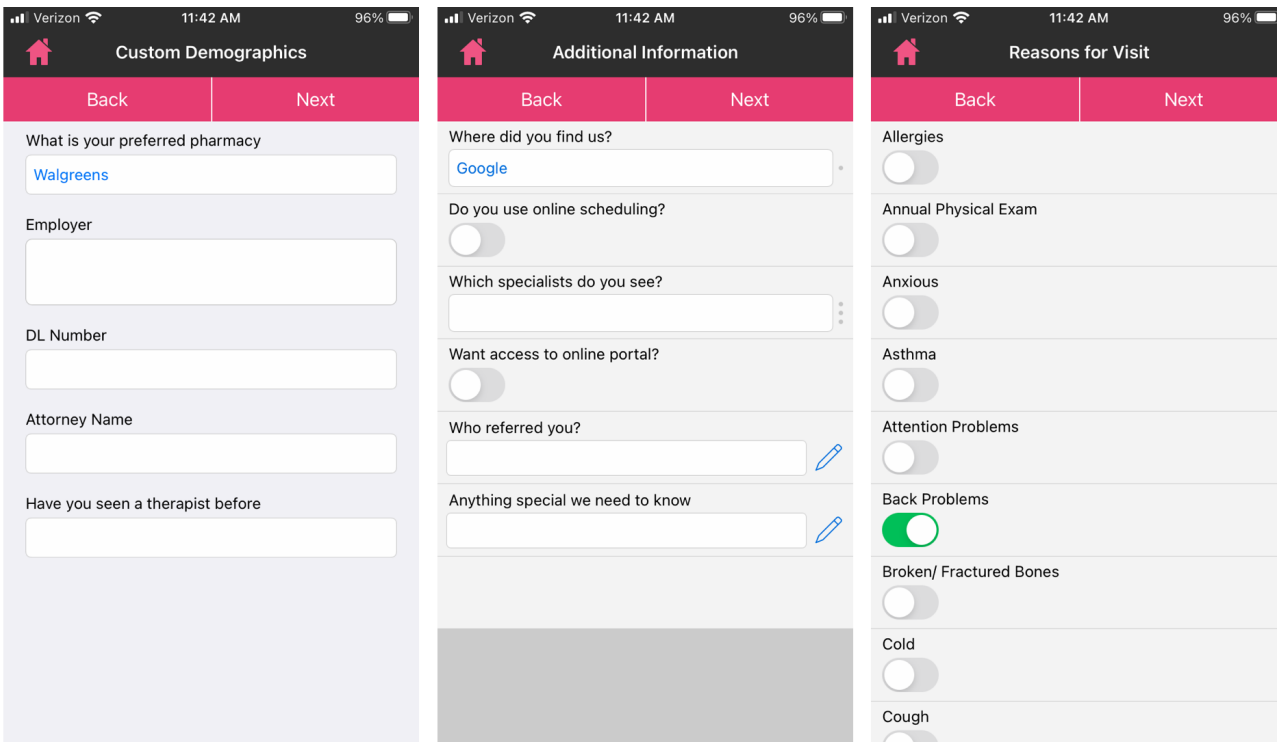
Back Next

Emergency Contact Name Edward Harris

Emergency Contact Phone (844) 569-8628

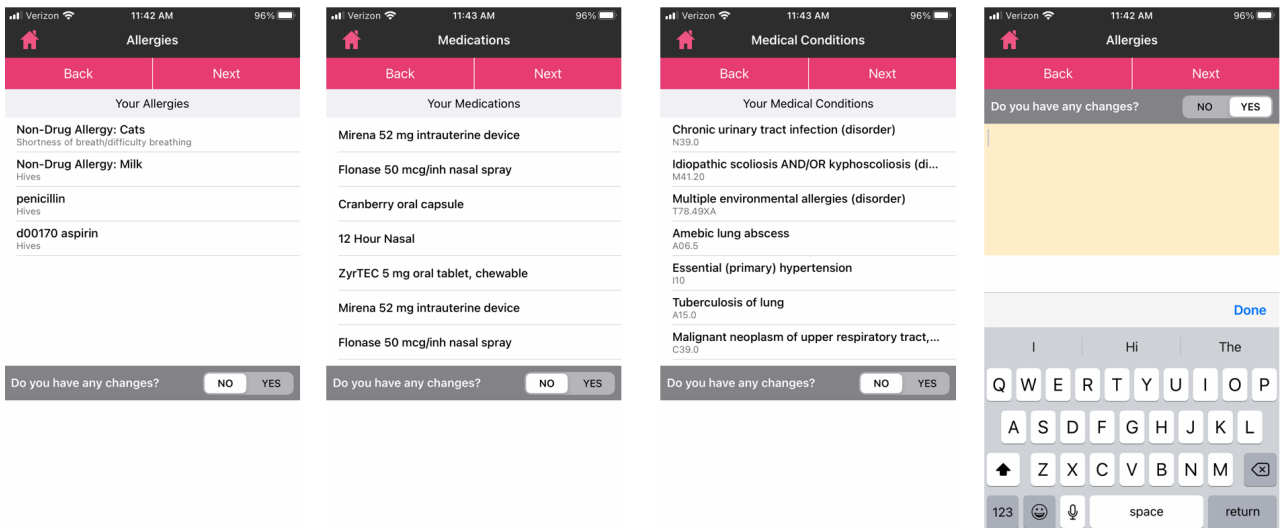
Emergency Contact Relation Husband

5. The following areas may vary depending on how they are customized by the practice.



Note: Information entered into the **Custom Demographics** section can be found in the patient's chart. Information entered under **Additional Information** or **Reasons for Visit** can be found in the clinical note under the OnPatient/Check-In tab.

6. If there are any changes to Allergies, Medications, or Conditions, patients can select **Yes** and note their changes. If there are no changes, patients can select **Next**.



Note: Changes noted by patients **will not automatically update** this information in their chart. An update based on the new information will need to be entered into the chart by a provider or staff member.

7. Any primary or secondary insurance information, can be entered. If the insured person is different from the patient, select **No** under **Is insured the same as the patient?** and enter the subscriber's information.

Verizon 11:43 AM 96%

Primary Insurance

Back Next

Insurance Company

ID Number

Group Number

Plan Name

Student Status

Not a Student

Is Insured Person Same as Patient?

Yes No

Verizon 11:43 AM 96%

Secondary Insurance

Back Next

Insurance Company

ID Number

Group Number

Plan Name

Is Insured Person Same as Patient?

Yes No

Verizon 11:43 AM 96%

Primary Insurance

Back Next

Is Insured Person Same as Patient?

Yes No

Patient Relationship to Insured

Social Security #

First Name

Last Name

Middle Name

Suffix

Date of birth

8. Any questions or comments can be entered in the **Questions & Comments** section.

Verizon 11:43 AM 96%

Questions & Comments

Back Finish

Question or Comment #1

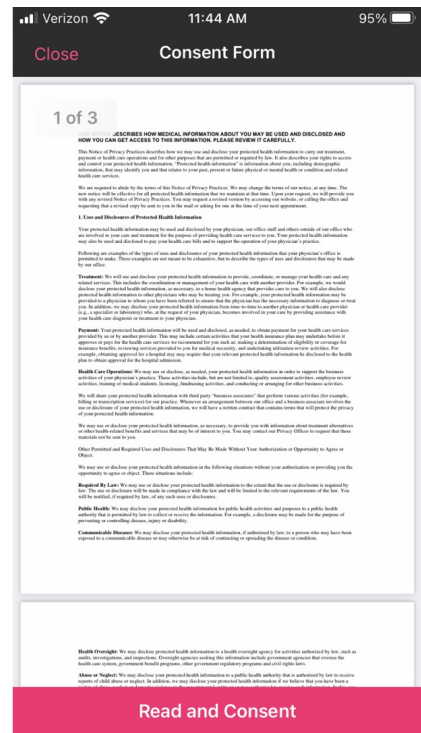
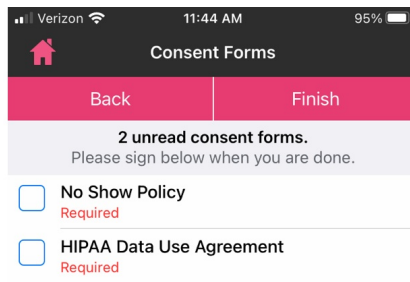
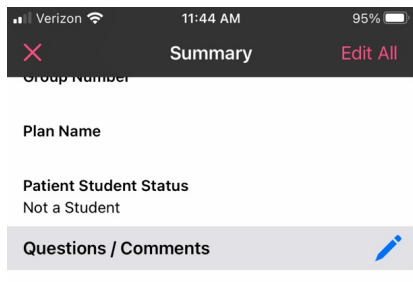
Question or Comment #2

Question or Comment #3

9. Tap the pencil icon (



) to sign consent forms. Select the consent form(s) to open. Tap **Read and Consent** when finished. Repeat for all consent forms.



Once all consent forms are reviewed, select **Tap Here to Sign Documents** and sign with a finger or stylus. When finished, select **Finish Check-In**.

