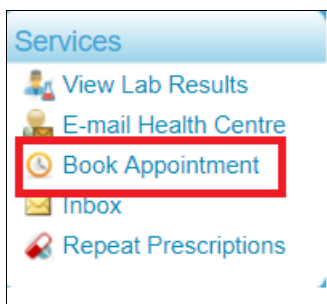


## Booking Online Appointment

- Log onto Manage My Health on your computer, phone or tablet using your email address and password
- Click on Book Appointment under Services on the left of your homepage.



- To book a new appointment, click on the Doctor field and select your doctor from the list.
- You'll then be able to see when your selected doctor is available for an appointment.
- Use the calendar on the left of the page to view when they are available to take Appointments (Available dates are shown in bold)
- Once you click on a particular date, you will be able to see the time slots that are available with your doctor to the right of the calendar.
- Select the right time slot, click on Confirm Appointment Request.

**Book New Appointment for You** Use this form to request non urgent appointment

**Who & Where**

Select Location: 185 Locaiton 3

Doctor: Any Doctor

**Choose an available appointment** **Available appointments on 15 May 19**

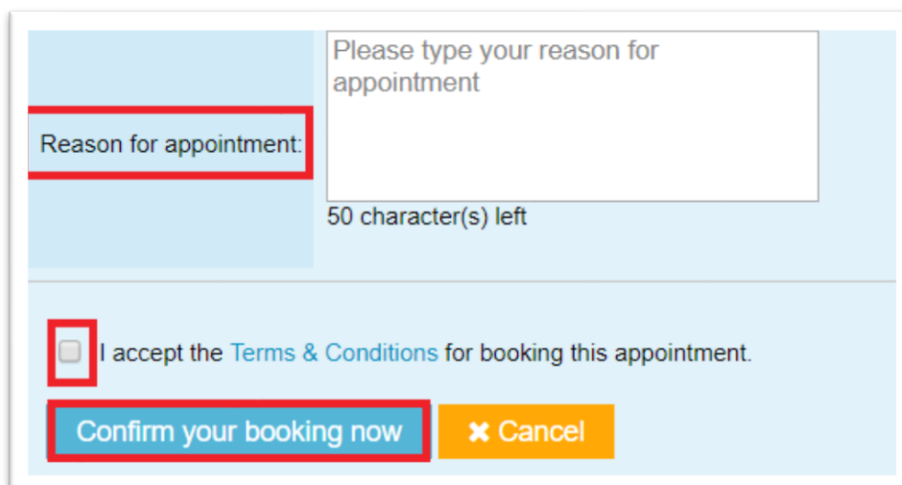
Morning
  Afternoon
  Evening
  All

Time	Duration	Doctor
<input checked="" type="radio"/> 09:00 AM	10 Mins	Dr B Beta
<input type="radio"/> 09:10 AM	10 Mins	Dr B Beta
<input type="radio"/> 09:20 AM	10 Mins	Dr B Beta
<input type="radio"/> 09:30 AM	10 Mins	Dr B Beta
<input type="radio"/> 09:40 AM	10 Mins	Dr B Beta
<input type="radio"/> 09:50 AM	10 Mins	Dr B Beta
<input type="radio"/> 10:00 AM	10 Mins	Dr B Beta
<input type="radio"/> 10:10 AM	10 Mins	Dr B Beta
<input type="radio"/> 10:20 AM	10 Mins	Dr B Beta
<input type="radio"/> 10:30 AM	10 Mins	Dr B Beta

Page 1 of 2 : 1 2

**Confirm Appointment Request**

- Please enter a reason for the appointment. The information you enter here will be visible to our reception team
- Tick the box to the left of 'I accept the Terms & Conditions'.
- Click Confirm your booking now.



Please type your reason for appointment

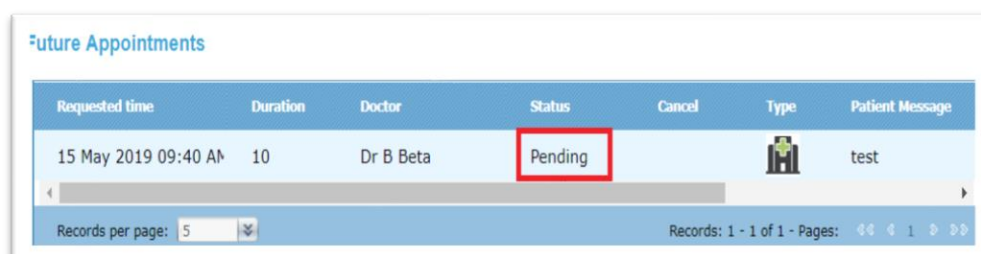
Reason for appointment:


50 character(s) left

I accept the Terms & Conditions for booking this appointment.

Confirm your booking now

- Once the appointment is booked, check the status of the appointment under **Future appointments**
- **Pending** - The appointment is not Confirmed/Declined
- **Confirmed** - The appointment is confirmed
- **Declined** - Somebody has already booked the appointment via phone/online



Requested time	Duration	Doctor	Status	Cancel	Type	Patient Message
15 May 2019 09:40 AM	10	Dr B Beta	Pending			test

Records per page: 5   
Records: 1 - 1 of 1 - Pages:

#### Important information about booking appointments:

- You should only use Manage My Health to request non-urgent appointments. For urgent appointments, please call our reception team on **04-2338019**
- You can request appointments in the future, but not for the same day.
- Please check your contact details are up-to-date on Manage My Health in case we need to contact you about your appointment.
- Our standard appointment time is 15 minutes. If you think you need a longer appointment, you should book two consecutive appointments separately.