Patient Portal Parent Experience:
Make a Generic Appointment Request

Request an Appointment

After logging in to your portal account, complete the following steps to request an appointment:

1. Select the toggle button for the patient.

2. From the patient's homepage, click the **Schedule an appointment** tile or click Appointments in the navigation panel and click the **Request a New Appointment** button.

3. Use the drop-down to select **who the appointment is for**, and click the **Continue** button.

4. Complete the **top section** of the Request an Appointment window.
   Note: If the patient's current insurance has changed from their last visit, select the **Add New Insurance** radio button and enter the **New Policy Information**.

4. Complete the **Preferred Appointment Times** section of the window, or select the **Next Available** checkbox.
   Note: Selecting the **Next Available** checkbox disables the time preference fields.

5. Click the **Request Appointment** button. A message is displayed confirming your request was sent to the practice.