Viewing Notifications of Appointments Scheduled through OnPatient

07/08/2024 7:51 pm EDT

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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.

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12	2 13	14	15	16	17	18	9:00am							9:00 - 10:00 am Jenny (Jen) Harris: P	BW rimary	9:00 - 9:30 am B Jenny (Jen) Harris: Primary	9:00 - Amar	9:45 am Ida Jones: Primary	BW	:00 - 10:15 am Evan James: Prima	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 ?													
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		То		Title	Associated patient	Assigned to	Assigned by	Workflow	Created	▼ Updated			
	☐ ☆ James Smith		th 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 patient Jenn The provided rea You can find mo	y (Jen) Harris sch son for this appoin re information abou re to notify the patie	eduled an appointment t tment is: Back Pain It this appointment here, ent if you can not make i	with you via onpat	tient for: 2020-09-23 (08:00:00.	Sep 22, 10:18 a.m.