

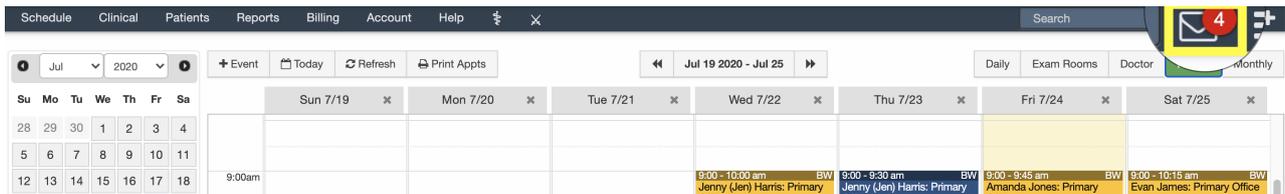
Viewing Notifications of Appointments Scheduled through OnPatient

07/08/2024 7:51 pm EDT

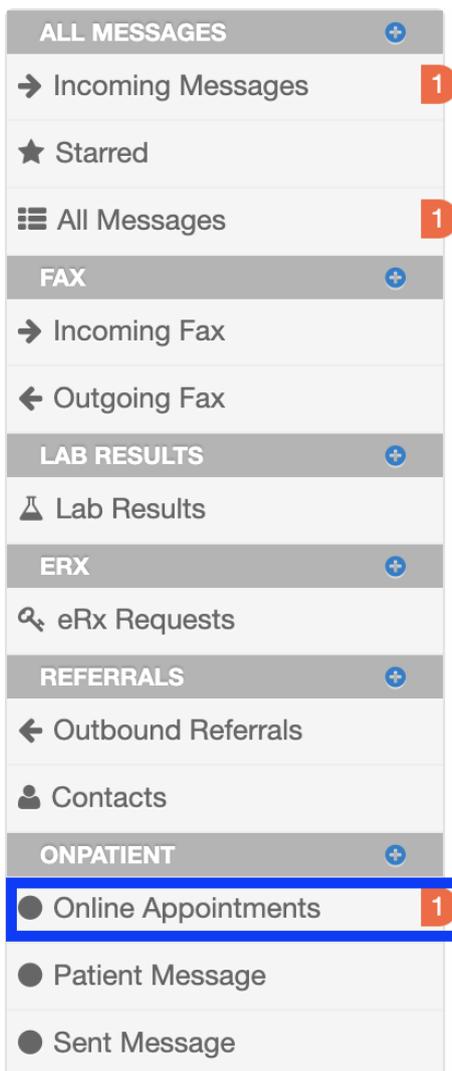
When a patient schedules an appointment through the OnPatient portal, you will get a notification in your message center. To access your message center, click on the mail (



) icon on your navigation bar.



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 ?

Mark as Read		Mark as Unread		Show Archived				Search Messages		Q
<input type="checkbox"/>	To	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	▼ Updated		
<input type="checkbox"/>	☆ 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 Create task

From: Jenny (Jen) Harris **Tuesday, September 22, 2020 10:18 AM**

[View associated patient Jenny \(Jen\) Harris](#) [Audit Log](#) ☆

Notes

[+ Add](#)

The patient **Jenny (Jen) Harris** scheduled an appointment with you via onpatient for: **2020-09-23 08:00:00**.

The provided reason for this appointment is: Back Pain

James Smith Sep 22, 10:18 a.m.

You can find more information about this appointment [here](#).

Please make sure to notify the patient if you can not make it.

