Scheduling Appointments from MyChart

1. Log into your MyChart account.



2. Once logged in, click on Menu to open the selection options.



3. From the list, select **Schedule an Appointment**.



4. Select All Options.



5. Click Occupational Medicine.

enu Menu	Uisits	Messages	Less Results	Medications	G Georg (EMP) -
←Back					
Allo	ptions				
				Occupational Medicine →	
				5	

6. Select the Follow Up Employee Visit

Schedule an Appoin	ntment			Start over		
Specialty Edit Occupational Medicine	Reason for visit	Locations	(I) Time	Verify and schedule		
What kind of appointm	ent are you scheduling? /isit →	MASS IMMUNIZATION VISIT	→ V Fol	low Up Employee Visit →		

7. Answer the question: "Are you an employee at UAMS Regional Program location?

e you an employee at a UAMS Regional Program location?	Res a required tield.
Yes No	Yes No

- 8. If answer is "No" you will be given scheduling options.
 - SEHS Nurse Resource
 - Select the date/time tiles to schedule

- Use the Search Criteria calendar to select date
- Search by all times available or Filter times to pull in a subset of schedulable time and dates.

Sched	ule an Appointme	ent						Start over		
Specialty Edit Occupationa	t 🔗 🖉	Reason for visit Edit Follow Up Employee Vi	sit OLANS Healt	ons Edit 5 Student and Employee h	(d) Time		Verify and sched	ule		
Select a	a time for your Follow day August 7, 2024	v Up Employee Visit	appointment			Search Crite	ria	7		
	UAMS Student and Employ 4301 W. Markham St Little Rock A	vee Health R 72205				*Start search Refine Searc	on: 08/07/2024	Clear		
	11:00 AM	2:00 PM	12:00 PM 2:30 PM	12:30 PM 3:00 PM	1:00 PM	Times:	ll available times			
Thursda SEHS NUT	y August 8, 2024 RSE RESOURCE						Filter times			
0	UAMS Student and Employ 4301 W. Markham St Little Rock A 8:00 AM	R 72205 8:30 AM	MA 00:9	9:30 AM	10:00 AM					
	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM		Select the appro tile within the section to sched	priate date ule the		
	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM		appointment.			

- 9. Enter a comment indicating "What is the most important thing you want addressed during the appointment this visit?"
- 10. Click **Schedule It** button to complete the scheduling process.

Specialty Edit Occupational Medicine Reason for visit Edit Follow Up Employee Visit	UAMS Studer Health	t nt and Employee	0	Time Edit Wednesday August 7, 2024 11:00 AM	Verify and schedule
You're almost done Click "Schedule" below! This time slot is reserved for you until 10:49 AM. Please complete schedu	ling by then.				
 Follow Up Employee Visit with SEHS NURSE RESOURCE Wednesday August 7, 2024 11:00 AM UAMS Student and Employee Health 4001 W. Markham St Little Rock AR 72205 501-686-6565 *What is the most importing thing you want addressed during this vision If everything looks correct, click the button below to schedule. 	Edit	Directions for U Enter the Central down to the Grou Visit Instruction Please bring your I	AMS S Build and Flo S D or va	Student and Employee Health ing and follow signs to the C Elec oor. Turn left and continue down alld form of identification with you to	h vators. Take these elevators n the hall to G600 on your right. n your appointment.
✓ Schedule it					

NOTE: If the Regional Program employee tries to schedule a **Follow-up visit**, they will receive an **error message** and will be denied scheduling.

