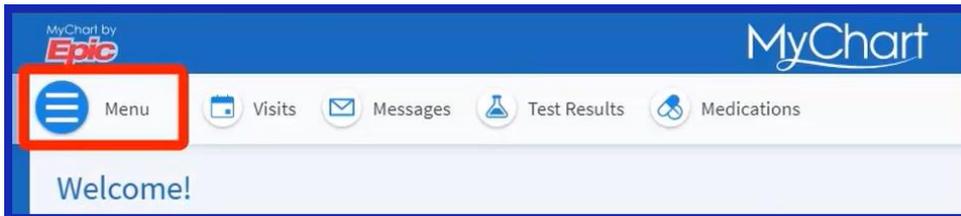


Scheduling Appointments from MyChart

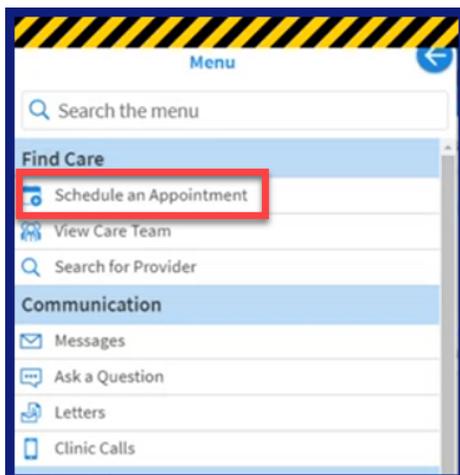
1. Log into your MyChart account.



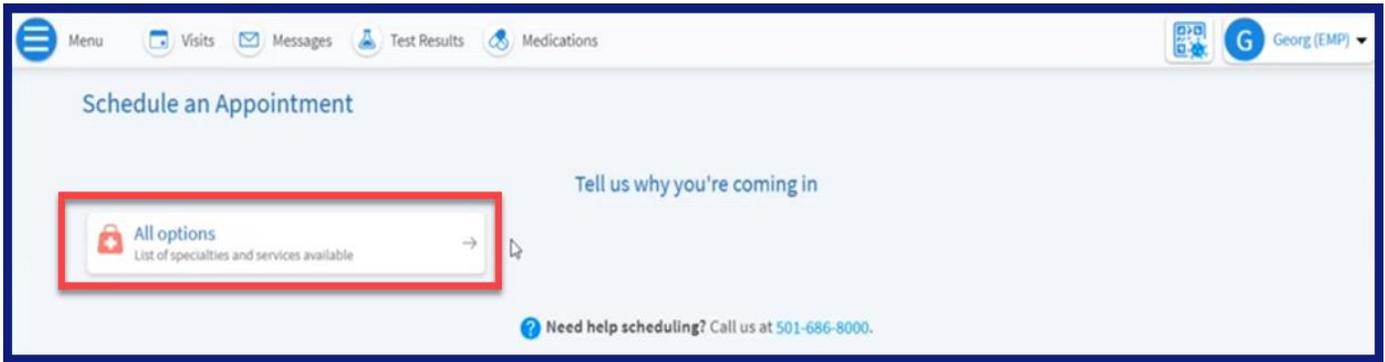
2. Once logged in, click on Menu to open the selection options.



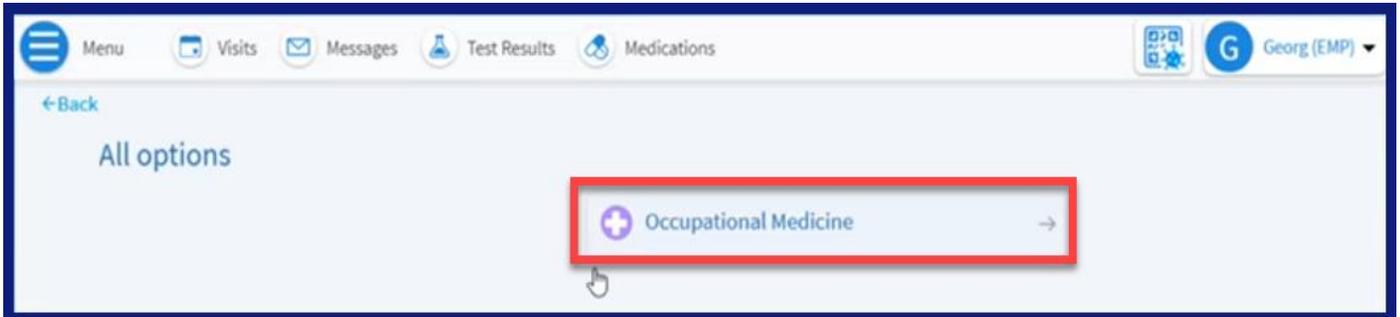
3. From the list, select **Schedule an Appointment**.



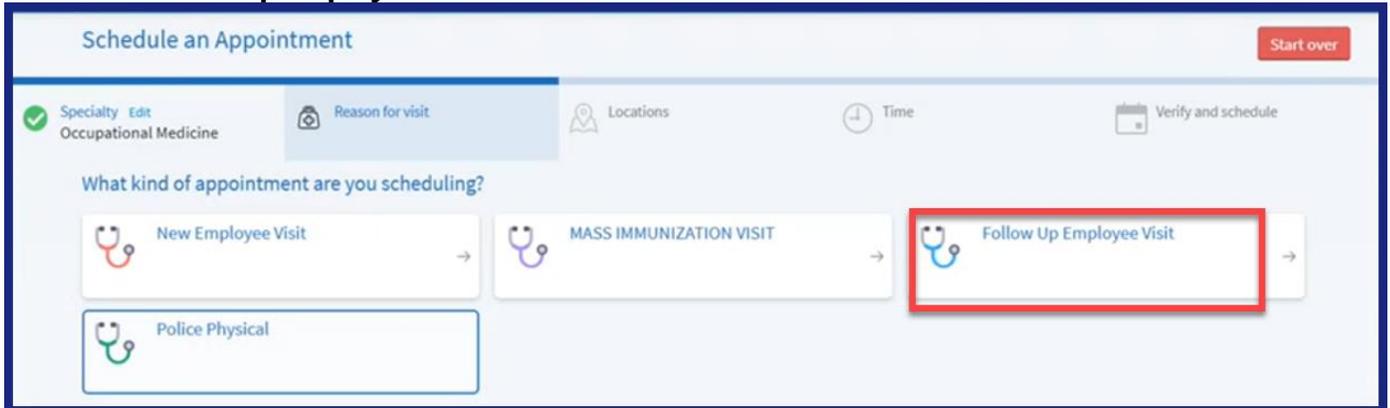
4. Select **All Options**.



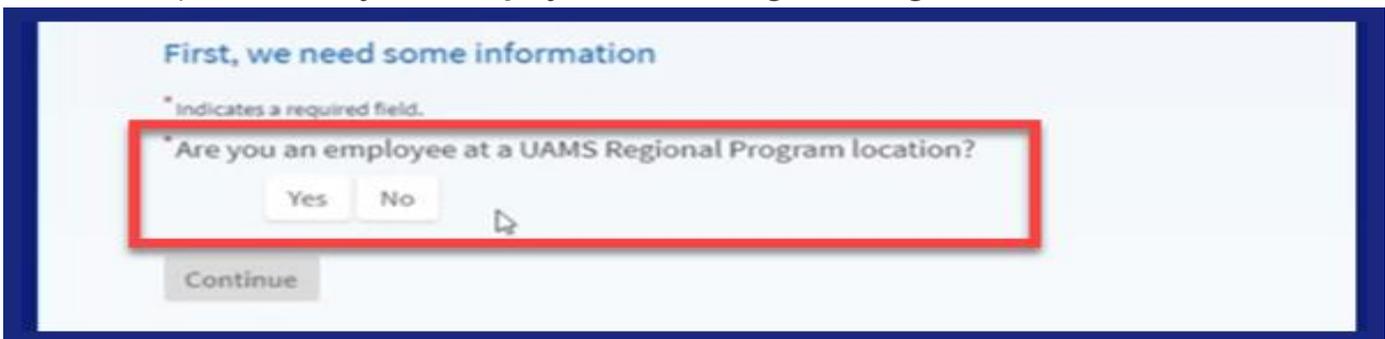
5. Click **Occupational Medicine**.



6. Select the **Follow Up Employee Visit**



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



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.

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.

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



Appointment Cannot be Scheduled

There may not be a need to schedule this kind of visit, or you might need to call to schedule some of the visits.

Start over