

MySEARHC Quick Reference Guide

Viewing Appointments

MySEARHC allows patients and proxy users the ability to view upcoming appointments (scheduled and pending) and their corresponding details. A select number of appointments can be viewed on the dashboard and to view the full list of upcoming appointments, access the **Appointments Page**.

1

On the MySEARHC Dashboard, up to three pending and upcoming **Appointments** can display for quick reference.

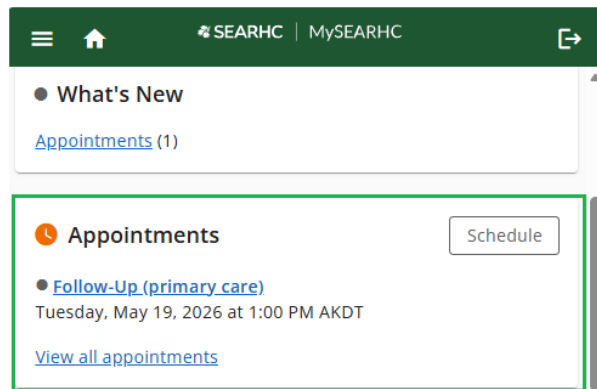
NOTE: Appointment name, Appointment Date, and Time displays.

The **Appointments page** displays the full list of pending and upcoming appointments.

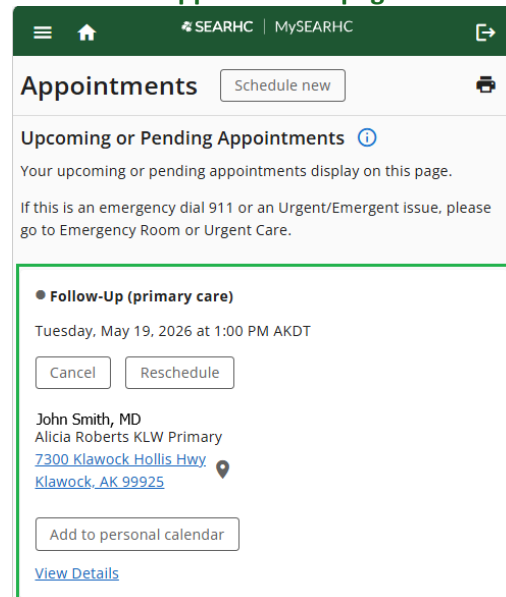
NOTE: Scroll or swipe down to view additional appointments.

NOTE: Function buttons (e.g., Cancel and Reschedule) may be available. Other function buttons may not be available until a certain number of days prior to the appointment (e.g., Pre-register button is available starting at 7 days prior to the appointment). This is subject to change.

Dashboard: Appointments



Appointments page



2

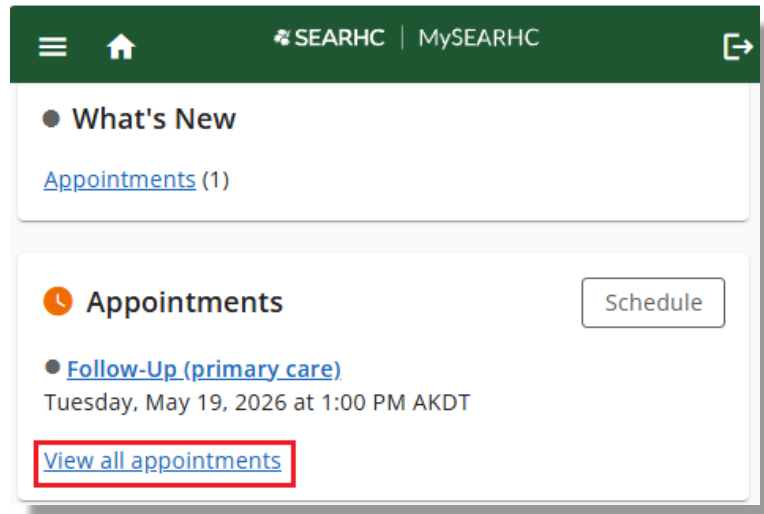
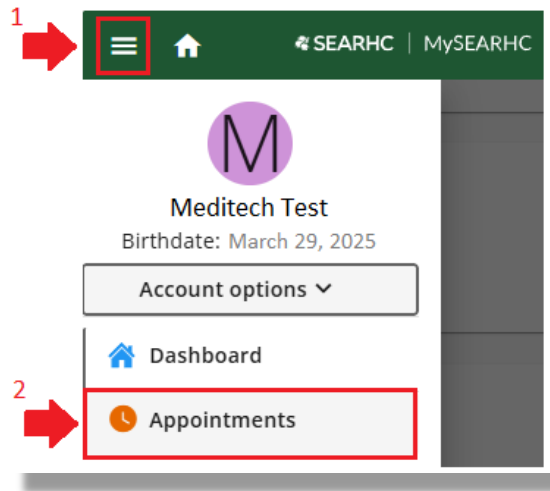
How to access the appointments page:

From the Dashboard:

- Select the **three line menu icon**, located to the left of the Home icon
- Select **Appointments**

From the Dashboard Appointments card:

- Select **View all appointments**



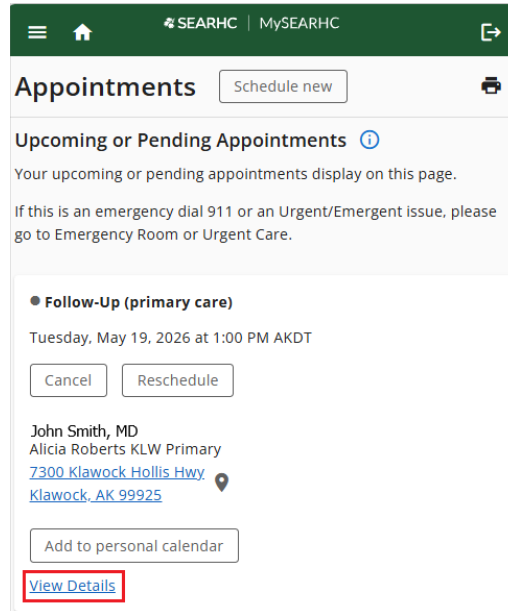
3

Select **View Details**

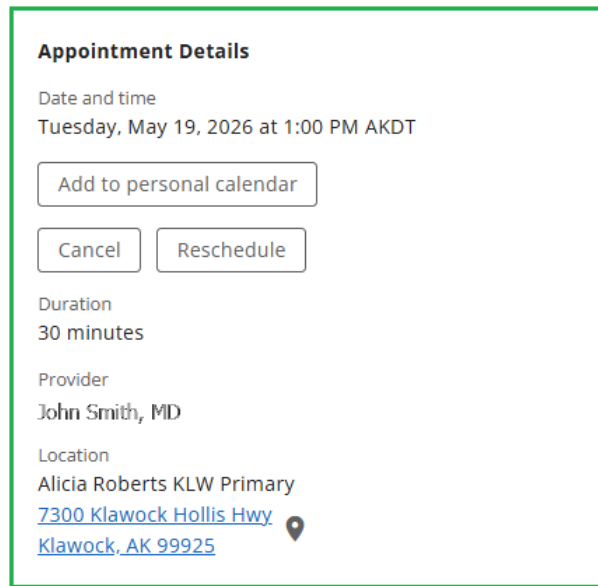
Appointment Details may include:

- Appointment name
- Appointment Date and time
- Option to add to personal calendar (download a universal calendar format file .ICS file)
- Function buttons (availability based on days prior to appt):
 - Cancel
 - Reschedule
 - Pre-register
 - Questionnaires
- Duration
- Location address with hyperlink that opens to Google Maps, or to the native map application when using the app on a smartphone.

NOTE: Other information that could display based on appointment type include Directions, Reason For Visit, Instructions.



Details



Looking for further help?

Contact the Patient Support Center at 907.463.0400