

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 upcoming appointments can be viewed on the dashboard **Appointments Widget**. To view the full list of upcoming appointments, navigate to the **Appointments Page**.

1

On the MySEARHC Dashboard, the **Appointments Widget** displays *up to three (3)* upcoming appointments.

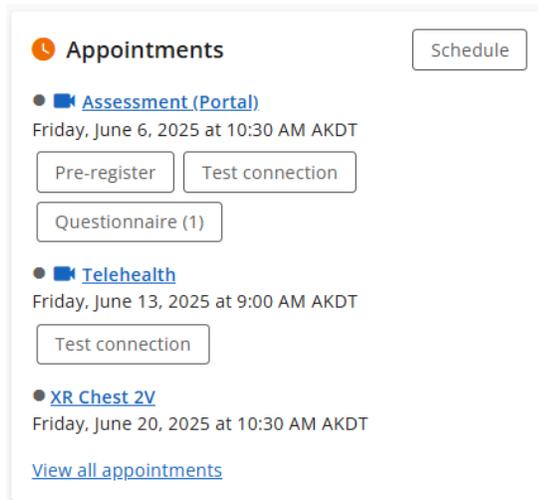
NOTE: Appointment name, Appointment Date, Time, and some function buttons are available.

The **Appointments Page** will list ALL upcoming appointments.

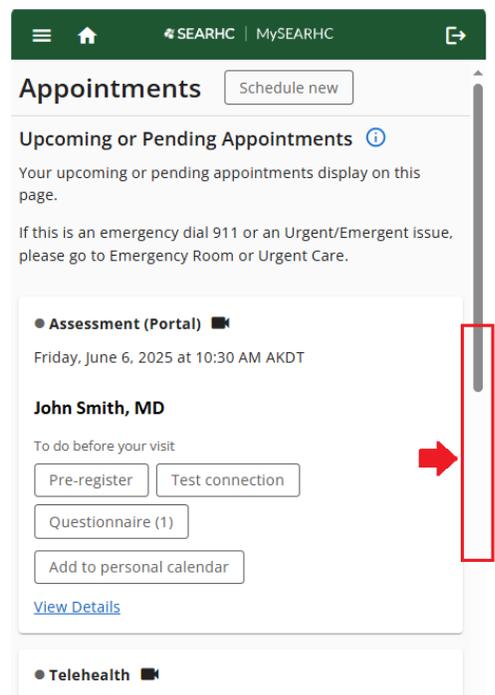
NOTE: Scroll or swipe to view more as needed.

NOTE: All function buttons that are available will be displayed for under each appointment. Some buttons are not available until a certain number of days prior to the appointment (e.g., Pre-register is available starting seven (7) days prior to the appointment). This is subject to change.

Dashboard: Appointments Widget



Appointments Page



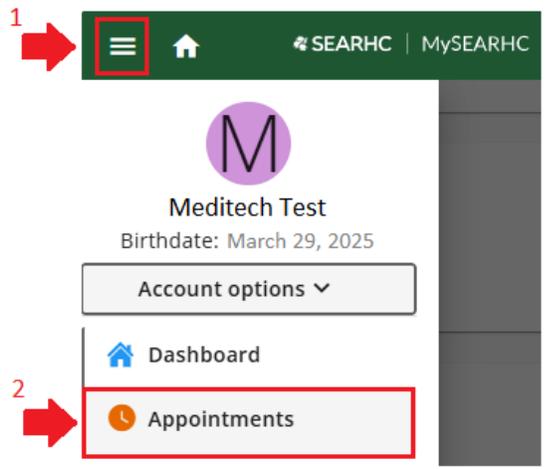
2

Access the **Appointments** page.

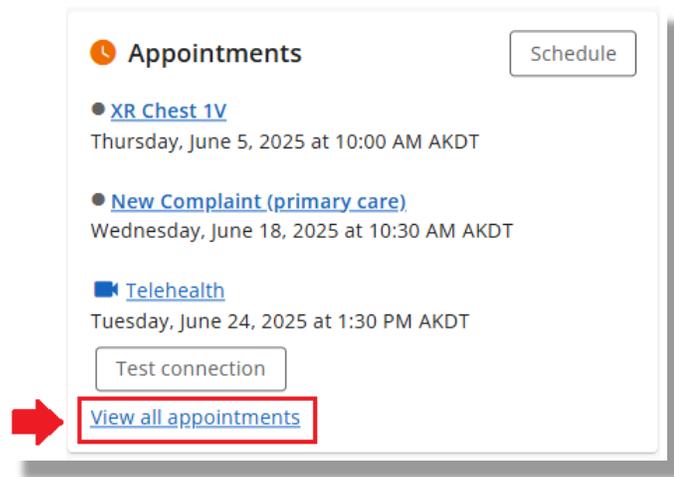
From the MySEARHC Dashboard, select the **three-line menu icon**, located to the left of the Home icon

Select **Appointments**

From the **Appointments Widget**, select **View all appointments**



Dashboard: Appointments Widget

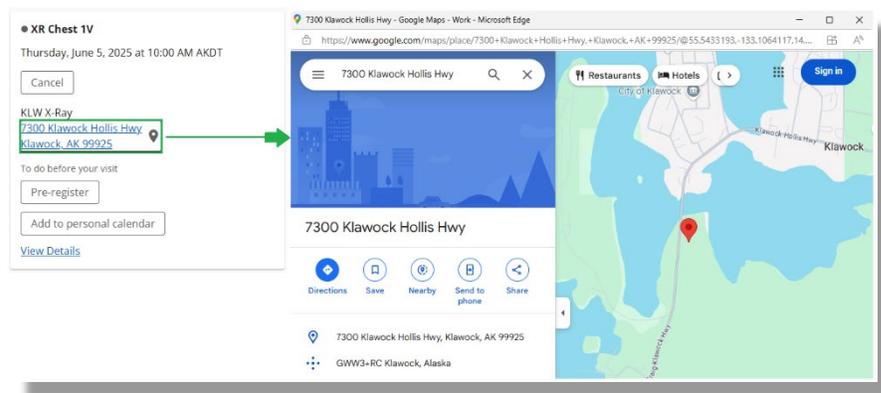
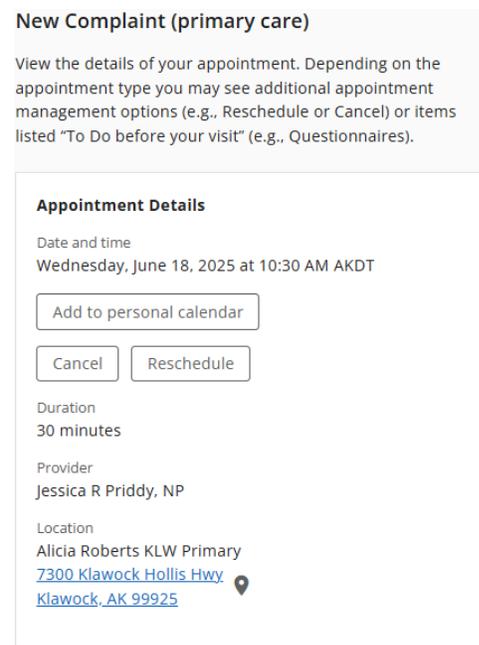
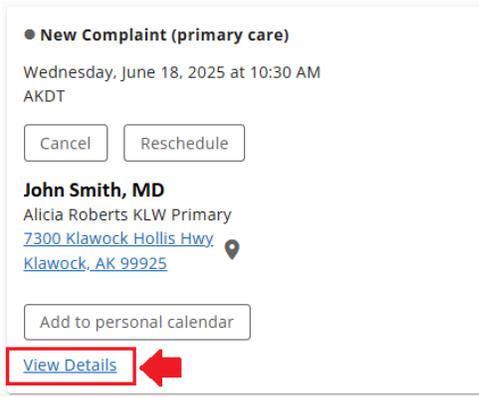


3

Select **View Details**

Appointment Details includes (when available):

- 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
 - Test connection (virtual visits)
 - Questionnaires
- Directions
- Duration
- Reason For Visit
- Instructions
- Location address hyperlink that opens a new page to Google Maps, or to the native map application when using the app on a smartphone.



Looking for further help?

Contact the Patient Support Center at 907.463.0400