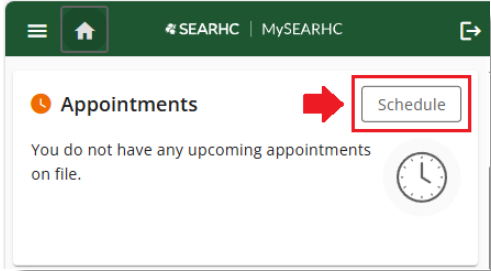
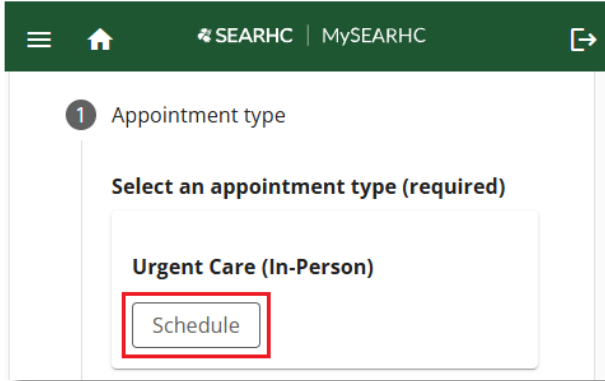
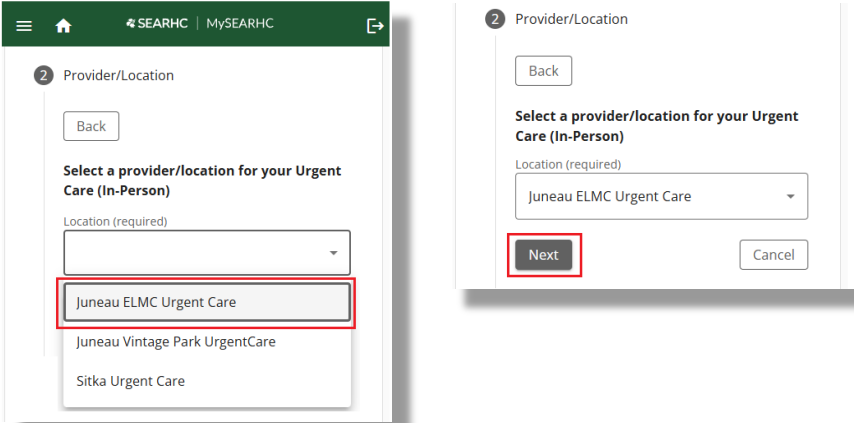
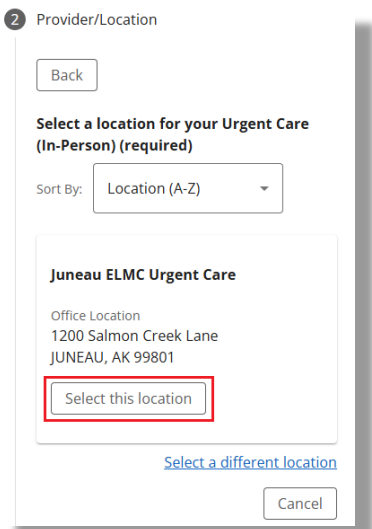
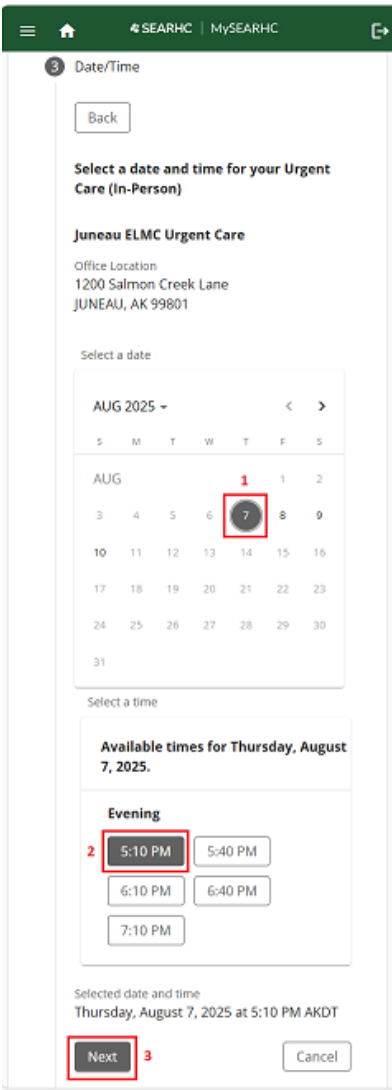
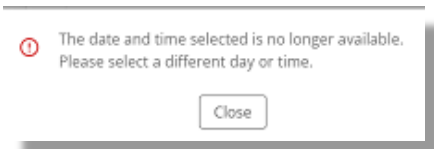


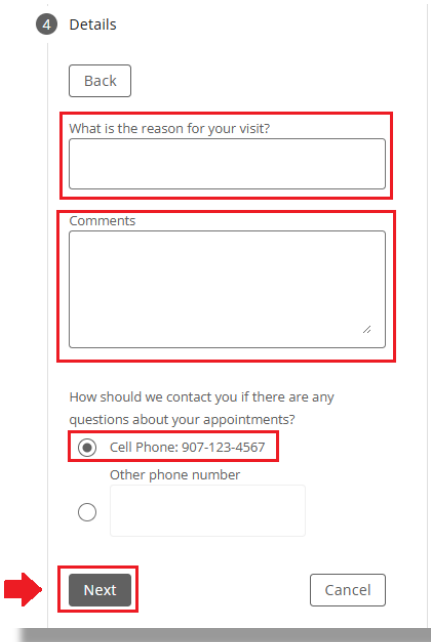
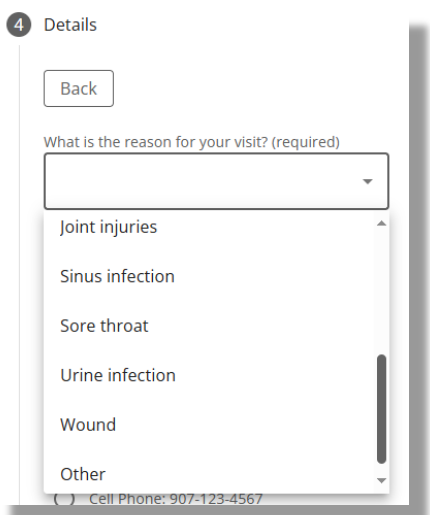
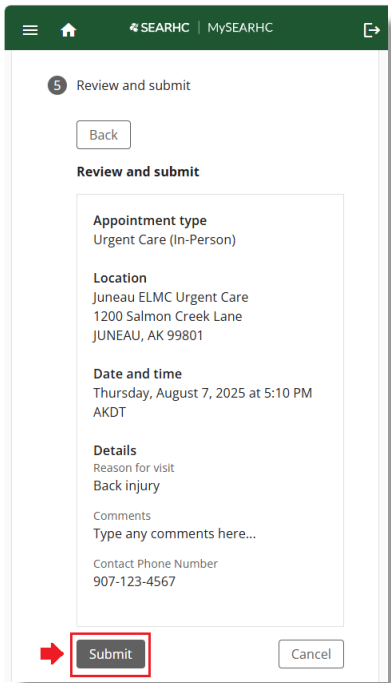
# MySEARHC Quick Reference Guide

## Scheduling or Requesting an 'Urgent Care (In-Person)' Appointment from the Dashboard

NOTE: Only select services allow for the ability to schedule an appointment online.

<p><b>1</b></p>	<p>Select the <b>Schedule</b> button.</p> <p>NOTE: There are five steps to schedule an appointment.</p>	 <p>1 Appointment type — 2 Provider/Location — 3 Date/Time — 4 Details — 5 Review and submit</p>
<p><b>2</b></p>	<p>Choose the <b>Urgent Care (In-Person)</b> from the <b>Appointment type</b> list and select the <b>Schedule</b> button.</p>	
<p><b>3</b></p>	<p>Select your <b>Provider/Location</b> from the displayed list.</p> <p>Select <b>Next</b>.</p> <p>NOTE: Though referenced, Urgent Care appointments will not display a <b>Provider</b>.</p> <p>If you experience difficulty, please contact the Urgent Care location.</p>	

<p><b>4</b></p>	<p>Select the <b>Select this location</b> button to continue.</p>	
<p><b>5</b></p>	<p>Select a <b>Date/Time</b> from the calendar.</p> <p>Select <b>Next</b>.</p> <p>NOTE: Available days and times are subject to change.</p> <p>NOTE: If the message shown at the far right displays after selecting Next, it means the selected time was just booked, please select a different time.</p>	<div>   </div>

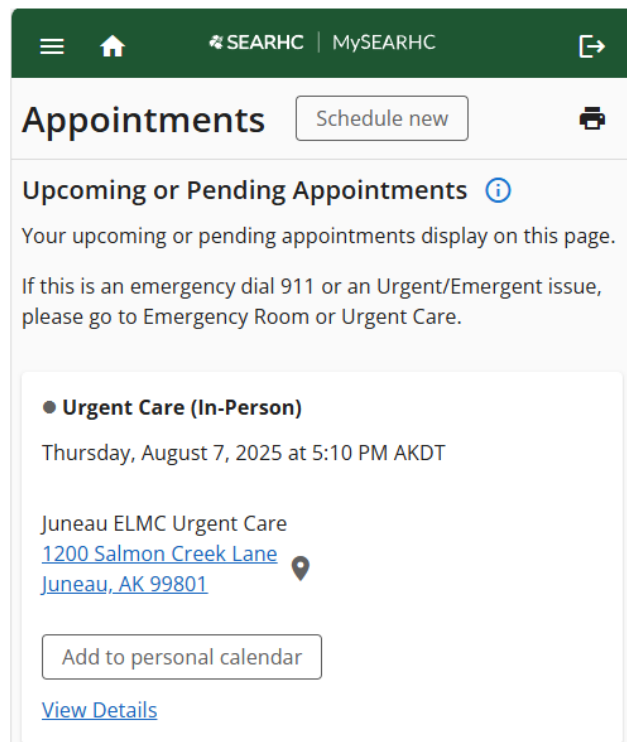
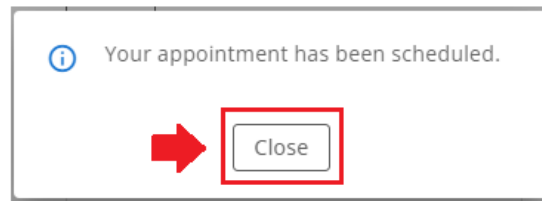
<div>6</div>	<p>Provide required <b>Details</b>:</p> <ul style="list-style-type: none"> <li>• <b>Reason for your visit</b></li> <li>• Add <b>Comments</b> (optional)</li> <li>• Confirm <b>Cell Phone</b> or add <b>Other phone number</b> related to this appointment</li> </ul> <p>Select <b>Next</b>.</p> <p>NOTE: For Urgent Care (In-Person) appointments, select a <b>Reason for your visit</b> from the list or select <b>Other</b> and type in the concern.</p> <p><b>NOTE:</b> For conditions more urgent than what's listed, please visit your nearest emergency room.</p> <p>NOTE: Select the <b>Back</b> button to return to the previous screen.</p>	 
<div>7</div>	<p><b>Review and submit:</b></p> <ul style="list-style-type: none"> <li>• Appointment type</li> <li>• Location</li> <li>• Date and time</li> <li>• Details</li> </ul> <p>Select <b>Submit</b> if everything is correct.</p> <p>NOTE: Select the <b>Back</b> button to return to the previous screen.</p>	

8

Confirm your appointment has been scheduled:

- Select **Close** and return to the Appointments page
- Select **Add to personal calendar** (optional)
- Select **View Details** of your appointment (optional). This will download a universal calendar format file, a .ICS file.

### Appointment Date/Time Confirmation



### Looking for further help?

Contact the Patient Support Center at 907.463.0400