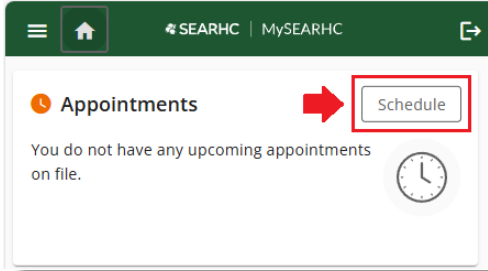
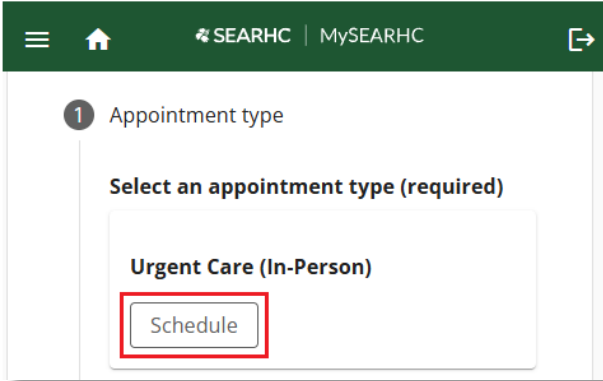
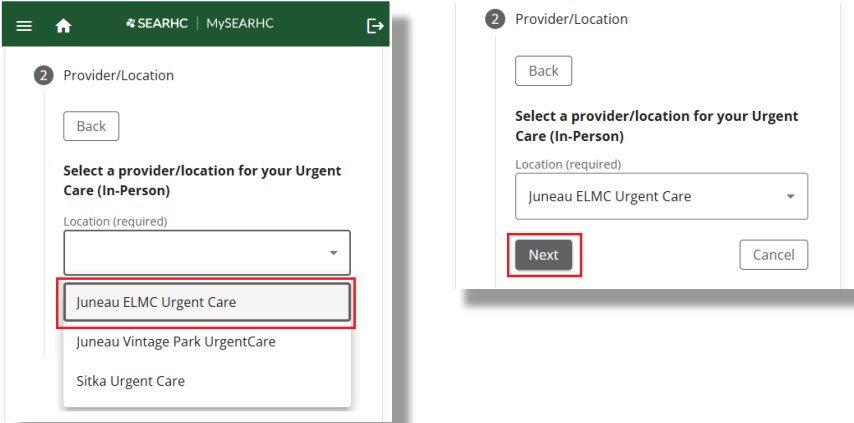
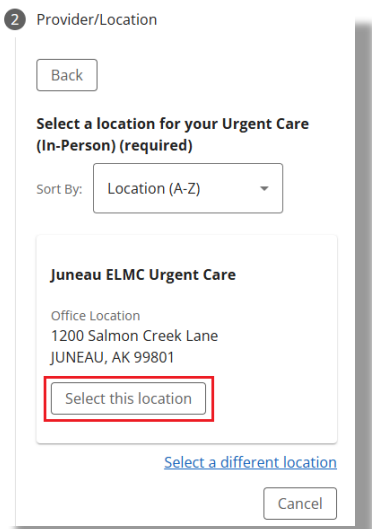
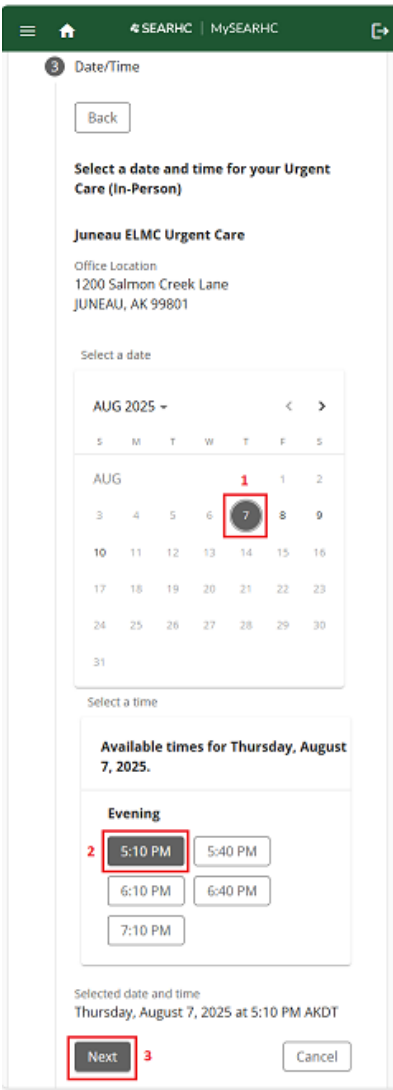
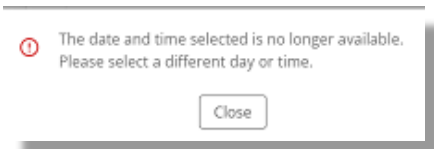


MySEARHC Quick Reference Guide

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>1</p>	<p>Select the Schedule 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>2</p>	<p>Choose Urgent Care (In-Person) from the Appointment type list and select the Schedule button.</p>	
<p>3</p>	<p>Select your Provider/Location from the displayed list.</p> <p>Select Next.</p> <p>NOTE: Though referenced, Urgent Care appointments will not display a Provider.</p> <p>If you experience difficulty, please contact the Urgent Care location.</p>	

<div>4</div>	<p>Select the Select this location button to continue.</p>	
<div>5</div>	<p>Select a Date/Time from the calendar.</p> <p>Select Next.</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>

6

Provide required **Details**:

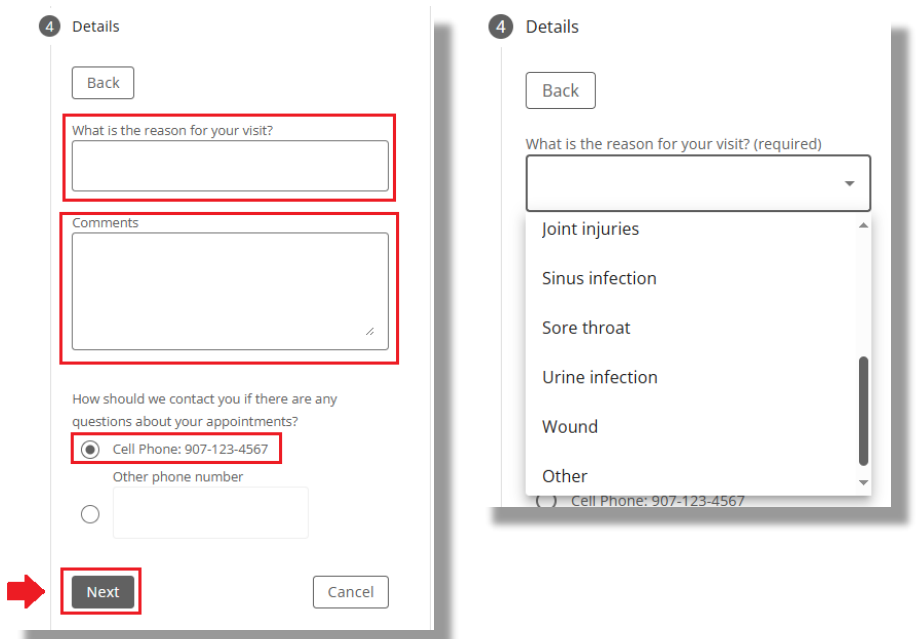
- **Reason for your visit**
- Add **Comments** (optional)
- Confirm **Cell Phone** or add **Other phone number** related to this appointment

Select **Next**.

NOTE: For Urgent Care (In-Person) appointments, select a **Reason for your visit** from the list or select **Other** and type in the concern.

NOTE: For conditions more urgent than what's listed, please visit your nearest emergency room.

NOTE: Select the **Back** button to return to the previous screen.



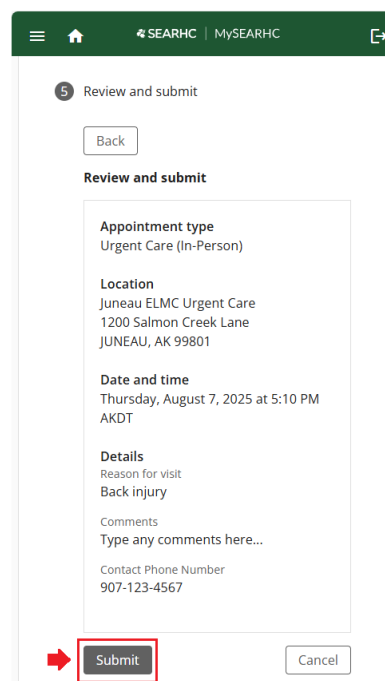
7

Review and submit:

- Appointment type
- Location
- Date and time
- Details

Select **Submit** if everything is correct.

NOTE: Select the **Back** button to return to the previous screen.



8

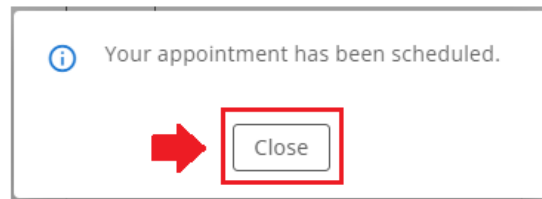
Confirm your appointment has been scheduled:

- Select **Close** and return to the Appointments page

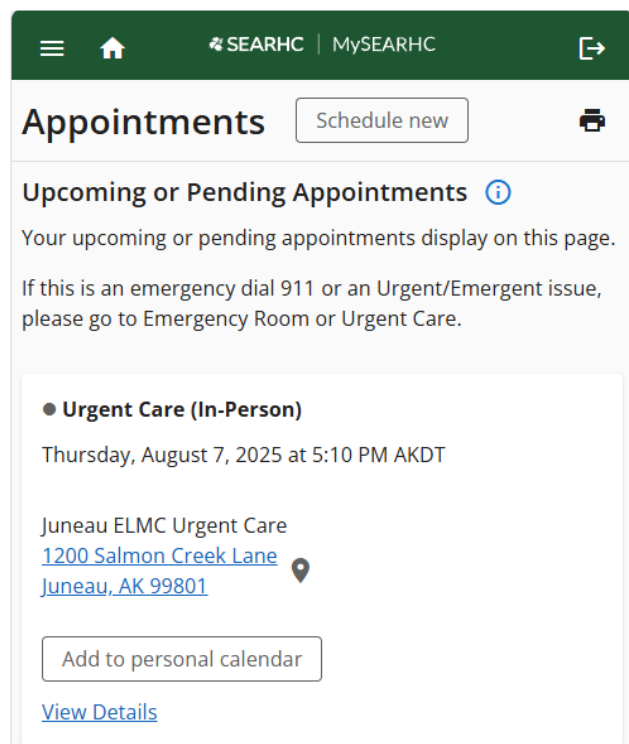
Review the Appointments page and options:

- Select the address with hyperlink to be redirected to Google Maps, or it may open on the smartphone's default map app
- Select **View Details** to see additional information (e.g., directions and instructions) when available
- Select **Add to personal calendar** to download a universal calendar format file, a .ICS file

Appointment Date/Time Confirmation



Appointments Page



Looking for further help?

Contact the Patient Support Center at 907.463.0400