

How to Schedule an Appointment

Last Modified on 09/26/2024 2:17 pm EDT



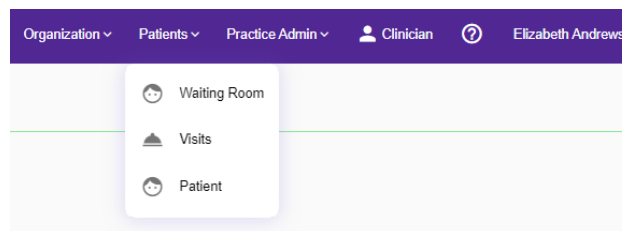
HOW TO SCHEDULE APPOINTMENTS

By scheduling an appointment for the patient directly on the platform, the patient will receive an email letting them know that a telemedicine appointment was scheduled for them with your practice.

There are two ways to schedule appointments on the Anytime Telecare platform.

Follow the steps below to schedule an appointment directly from the patient's profile on the platform.

- Using a **GOOGLE CHROME** browser, login (using your email and password) at portal.anytimepediatrics.com
- Once logged in, click the Patient tab and then click Patient.



- Search for the patient by entering their information into the search fields and clicking on the search button.

Patient

test patient 03/31/2000 Parent Phone Number Parent Email Address Search Practice: All Add New Patient

Practice	First Name	Last Name	DOB	Account First Name	Account Last Name	Account Email	Location
Big Heart Pediatrics	Test	Patient	03-31-2000	He	Heh	[Redacted]	123 test street Luling TX 78648
Big Heart Pediatrics	Test	Patient	03-31-2000	Test	Patient		
Big Heart Pediatrics	Test	Patient	03-31-2000	Cait	Test Patient	[Redacted]	123 Test Lane Madison Alabama 35757

- When the correct patient is found click on their name. This will open their profile.
- Once you have confirmed that this is the correct patient you would like to schedule an appointment for, click "Schedule Appointment" under the General Action field to the right of screen.

Actions

Actions

- Schedule Appointment
- Add Patient

- Fill out the following fields: Reason for visit, Clinician, Date and Time.

Schedule Appointment

Account: Cait Potridge

Patient: Carol Danvers

Reason For Visit * Clinician *

Please Select Please Select

Date * Time *

MM/DD/YYYY Please Select

Cancel
Save

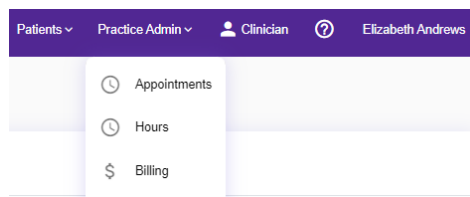
- When you click save, the patient will receive an email that says they have an appointment with the doctor on whatever date and time is chosen.

- Once the patient starts the visit, they will appear in the waiting room. All admins and Clinicians in your practice will see the patient in the waiting room.
- Although the appointment is scheduled for a specific clinician, all users in your practice will have the option to route the visit to a different clinician in your practice.

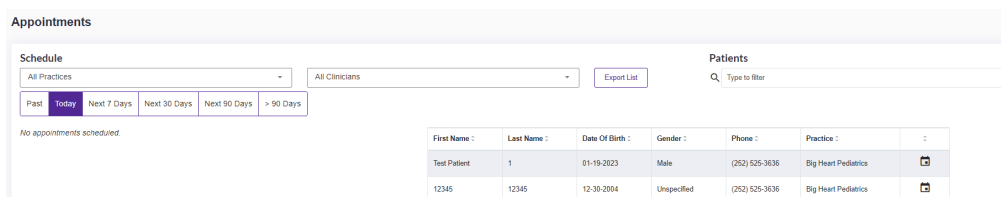
NOTE: If you go to search for a patient (step 2) to schedule an appointment for your patient and they are not listed in your practice. You may click “Add account” and fill out the required information to set up a patient account. Once this information is filled out, the patient’s profile will be created, and you will be able to schedule an appointment.

The second way to schedule an appointment in Anytime Telecare is through the appointment page.

- Click on the Practice Admin tab at the top of the screen and select Appointments.



- Search for the patient in the search bar on the right hand side



- Once you have located the correct patient, click on the calendar icon to the right of the patient’s demographics to schedule an appointment.

Patients

Type to filter

🔍 Eileen

First Name	Last Name	Date of Birth	Gender	Phone	Practice	
Eileen	Foley	10/14/2020	Unspecified	() -	Big Heart Urgent Care	
