FollowMyHealth Features Guide: Viewing Your Appointments via Online on the Computer
Viewing Your Appointments via Online on the Computer

1. On the “Home” page, the “Appointments” section is located to the right of your “Health Summary”. This is where you can view all your upcoming, past, and other appointments.
Viewing Your Appointments via Online on the Computer

2. The middle tab shows all your past appointments.

3. The right tab shows all your other appointments, including your cancelled appointments.
4. The left tab shows all your upcoming appointments. Click on an appointment to view its details.

Note: If you would like to add this appointment on your personal calendar, click here.

Note: If you would like to print your appointment details, click here.

5. Click “Close” when you are finished viewing the details of your upcoming appointment.
Rescheduling Your Appointments
1. If you want to send a rescheduling request for your upcoming appointment, click “Reschedule”.
Rescheduling Your Appointments via Online on the Computer

2. Select in the drop-down menu when you would like to have an appointment. Then, check box the day(s) that you’re available to have this appointment.

3. Select in the drop-down menu your desired time frame for this appointment.

4. Click “Save time preference”.

5. Click “Continue”.

Date and time preference
Tell us when you would like to have an appointment.

When do you need an appointment?
- First Available
- Select days(s) you’re available
- Mon, Tue

Select window of availability
- After
- 10:00 AM

Save time preference
6. If you would like to add another time preference on when you’re available for an appointment, click on “Add another time preference”. This will go back to the screenshot on page 6.

Note: Your date and time preference are saved below.

Note: If you want to remove the time preference to add a different time preference, click here.

7. Click “Continue”.
Rescheduling Your Appointments via Online on the Computer

8. Type the reason for your appointment in this section. You will not be able to move forward without this section completed. The body of the message is limited to 40 characters.

9. Click “Schedule Your Appointment”.

Appointment Details

- If this is an emergency, please call 911

Reschedule

- Back to Appointment Details

Appointment request summary

Your Provider

Date and time preference
- First Available - Mon, Tue: After 10:00 AM

Appointment Type
- M Chronic Care Office Visit

Organization
- Sea Mar Community Health Centers

Why are you scheduling this appointment? (Required)

Please tell us more about your symptoms and why you need this appointment.
10. You’ll receive this confirmation that your request to reschedule your appointment was sent.

11. You’ll also see a “Pending Reschedule” appear on your upcoming appointment. This will disappear once this appointment has been rescheduled.
After sending a rescheduling request to the clinic, you will receive a message in your Inbox to confirm the date and time of your appointment.
Rescheduling Your Appointments via Online on the Computer

You will also receive an automated confirmation message from the clinic in your Inbox with the:

• Date and time of your appointment
• Provider you will be seeing
• Clinic location of your appointment
• Clinic’s contact information

![Inbox with confirmation email from Sea Mar Community Health Centers]
Your rescheduled appointment will also show in the “Upcoming” tab under the “Appointments” section.
Canceling Your Appointments
1. If you want to cancel your upcoming appointment, click “Cancel”.

Appointment Details

Your Provider

Fri
August 3, 2018
9:15 AM PDT

Appointments Type
M Chronic Care Office Visit

Organization
Sea Mar Community Health Centers

Location
Olympia Medical, Olympia Medical
3030 Limited Lane NW
Olympia, Washington 98502

(360) 491-1392
Get Directions

Add to your personal calendar
Print appointment details

Close
2. Type the reason for canceling your appointment in this section. You will not be able to move forward without this section completed. The body of the message is limited to 80 characters.

3. Click “Cancel this appointment”.

Cancel Appointment

Your Provider

Fri
August 3, 2018
9:15 AM PDT

Why do you need to cancel your appointment? (Required)

Please let us know your reason for canceling this appointment. Thank you.
4. You’ll receive this confirmation that your request to cancel your appointment was sent.

5. You’ll also see a “Pending Cancellation” appear on your upcoming appointment.
Once your appointment has been successfully canceled by the clinic, it will no longer show up in the “Upcoming” tab of your “Appointments” section.
FollowMyHealth Support Information

If you need any assistance and/or support for your FollowMyHealth account, please contact:

Support Hotline: 1-888-670-9775
Email: support@followmyhealth.com