

Easy to Use Online Appointment Scheduling

A Guide for Patients

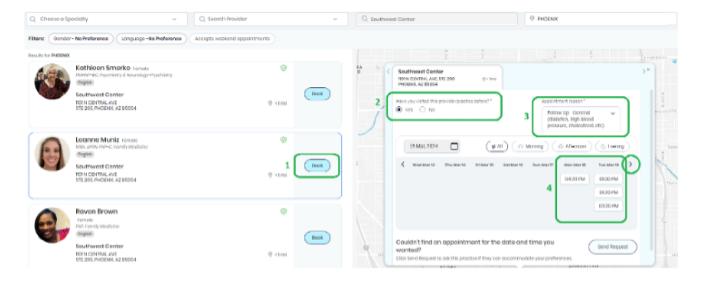
We are excited to introduce a simple and convenient method for requesting an appointment with your healthcare provider online. Whether you're a new or existing patient, you can effortlessly request an appointment with your provider to keep your health a top priority. Follow the steps outlined below to access this convenient feature on the patient portal.

If you need to book an appointment with a mental health provider or nutrition services provider, change, or cancel an appointment call us at 602-307-5330.

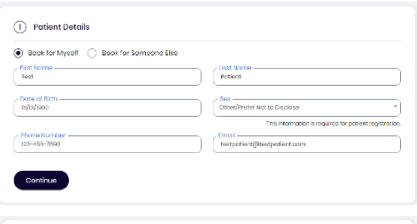
GETTING STARTED

For Established Patients

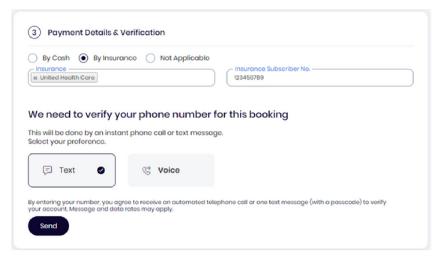
- Visit our website at <u>www.swcenter.org</u>/appointment
- Select Request an Appointment.
- Find your provider and select Book.
- Select Yes for the Question: Have you visited this provider/practice before?
- Select the reason for your appointment in the dropdown list.
- Select your preferred appointment time based on availability.

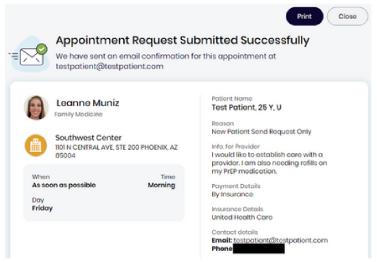


- In Patient Details select Book for Myself or Book for Someone Else and enter patient information.
- To help your health provider be better prepared to assist you provide as much information as you can regarding the reason for your visit.
- Select Continue.
- Enter your Payment Details
 Verification. If you are entering insurance information, please bring your insurance card and a photo ID at the time of your visit.
- You will be required to verify your booking by entering a code. Choose Text or Voice to receive a code which will be sent to the phone number entered in Step 1.
- Select Send.
- You will receive an email notification once your appointment request has been submitted. Your appointment request will be routed to our staff and will be acknowledged within 24 business hours of submission.





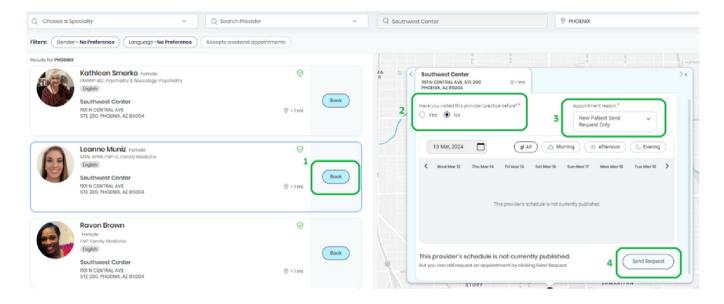




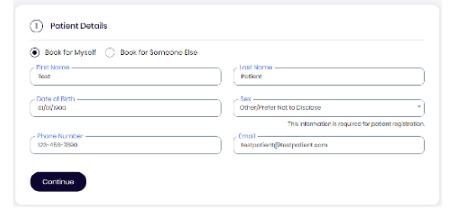
For New Patients

When you request an appointment online for the first time, you will NOT be able to confirm and select a time slot right away. However, this feature enables you to select your appointment preferences including day and time. After you submit your request, a member of our team will contact you to confirm your preferred time slot and complete your New Patient enrollment.

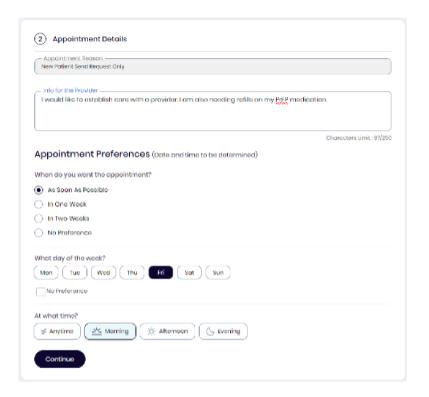
- Visit our website at <u>www.swcenter.org</u>/appointment
- Select Request an Appointment.
- Find your provider and select Book.
- Select No for the Question: Have you visited this provider/practice before?
- Select New Patient Send Request Only for 'Appointment Reason'.
- Select Send Request.



- In Patient Details select Book for Myself or Book for Someone Else and enter patient information.
- To help your health provider be better prepared to assist you provide as much information as you can regarding the reason for your visit.



• Select your Appointment Preferences including the day of the week and time.



• Select your Appointment Preferences including the day and time you prefer.

 Enter your Payment Details & Verification. If you are entering insurance information, please bring your insurance card and a photo ID at the time of your

visit.

• Select Send.

 You will receive an email notification once your appointment request has been submitted. Your appointment request will be routed to our staff and will be acknowledged within 24 business hours of submission.

