

How to Book, Check and Cancel Appointments in DocMeIn Online Booking



PATIENT LOGIN

Personal Information

Education & Training

Specialty: Family Medicine

Practice Information

Accepting new patients: Yes

Business Hours

Sunday: closed
Monday: 9:30AM - 5:00PM
Tuesday: 9:30AM - 5:00PM
Wednesday: 9:30AM - 5:00PM
Thursday: 9:30AM - 5:00PM
Friday: 9:30AM - 5:00PM
Saturday: closed

SCHEDULE NOW

Click Schedule Now

Request New Appointment

Ed

« August 2014 » 20/08/2014

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Pr

4:00pm - 4:10pm
 4:10pm - 4:20pm
 4:20pm - 4:30pm
 4:30pm - 4:40pm
 4:40pm - 4:50pm
 4:50pm - 5:00pm

Service

Patient

Next Cancel

1. Select the service or appointment type (e.g. regular visit or prescription refill only).
2. Choose the date, then the time

Request New Appointment

Ed What is your email address?

Pr Do you have a DocMeIn password?
 Yes
 No
 Your name:
 Phone:
 Password:

 Not sure/don't remember

Are you making this appointment for yourself?
 Yes
 No

1. Enter your email address – use an email that you check regularly as appointment reminders, confirmations and cancellations are sent to this email address

2. a) If you do not have a password:

-Enter your name as it is on your Care Card. After the Care Card name you can enter your preferred name in brackets.

e.g. John Wei Chan (Johnny)

-Enter your phone number. This should be your **home phone number**. If you do not have a home phone number then it should be the one we have on file on our medical records (the best one to contact you). e.g. 6045551234

-Enter a password you can remember easily. You will use this for future online bookings.

-Click 'Sign-up'

Request New Appointment

Ed What is your email address?

Pr Do you have a DocMeIn password?
 Yes

 No
 Not sure/don't remember

Are you making this appointment for yourself?
 Yes
 No

b) If you have a password already (eg you have previously set up an account):

-Enter the password and click 'Log In'

Request New Appointment

Welcome, FIRSTNAME LASTNAME
(PREFERRED NAME) Log

Are you making this appointment for yourself?

Yes

Date of birth: 01 Janua 2014

Reason for visit:

Insurance:

No

Back Cancel Next

If the appointment is for you, click yes:

-Please put a brief reason for your visit (e.g. sore throat, medication refill)

Request New Appointment

Welcome, FIRSTNAME LASTNAME
(PREFERRED NAME) Log

Are you making this appointment for yourself?

Yes

No

Patient's full name:

Date of birth: 01 Janua 2014

Reason for visit:

Insurance:

Back Cancel Next

If the appointment is not for you but for a dependent (e.g. child or elderly),

-click no

-Put their name as it is on their Care Card

-Put a reason for the visit

-click Next

Note: the date of birth and insurance can be left blank

Request New Appointment

Welcome, FIRSTNAME LASTNAME
(PREFERRED NAME!) [Log](#)

Are you making this appointment for yourself?

Yes

Date of birth: 01 Janua 2007

Monday: 9:30
Tuesday: 9:30
Wednesday: 9:30
Thursday: 9:30
Friday: 9:30
Saturday: clos

[SCHEDULE NOW](#)

You are about to request an appointment with Dr. on Thursday, August 21, 2014 at 10:20AM. Continue?

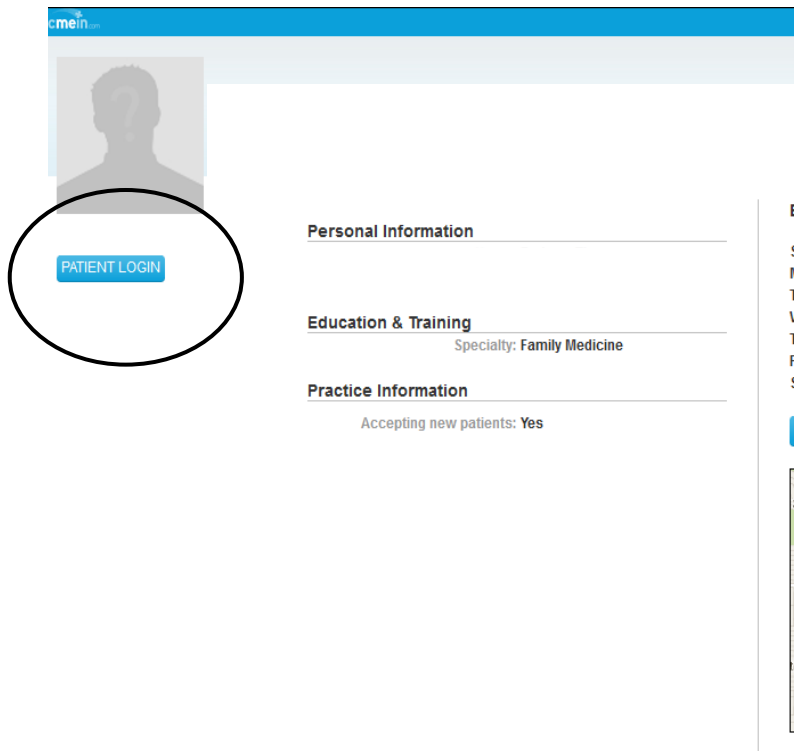
[OK](#) [Cancel](#)

Click OK to book the the appointment. Your appointment has been scheduled.

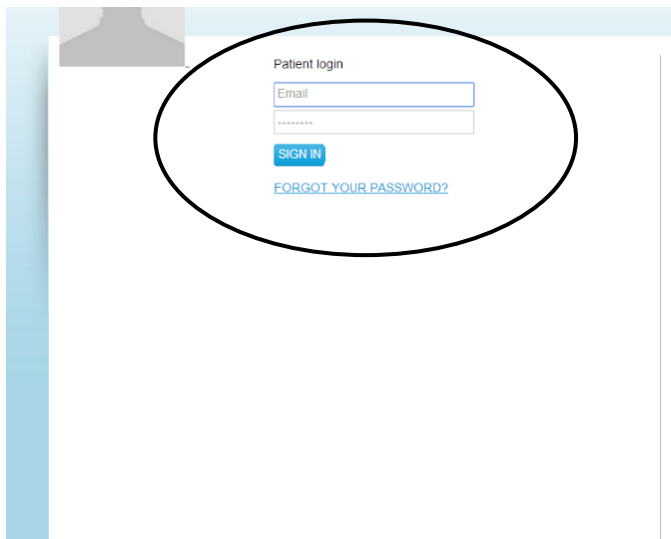
CHECKING APPOINTMENTS

and

CANCELLING APPOINTMENTS (if more than 24 hours notice)



Click 'Patient Login' on the left side



Log in using your email and password set up in DocMeIn



Welcome, TEST PATIENT
[Logout](#) | [Change Password](#)

Scheduling

[My Appointments](#)
[My Contact Info](#)

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Friday: closed
Saturday: closed

SCHEDULE NOW

Click 'My Appointments'
(on the left)



Welcome, TEST PATIENT
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[Scheduling](#)

[My Appointments](#)

[My Contact Info](#)

Current Appointments

Service	Date	Time	Status	
1. Regular Visit	02/09/2014	10:30am	Requested	CANCEL

Past Appointments

No past appointments.

In the 'My Appointments' you will see your current and past appointments.

If there is **more than 24 hours** before your appointment, you can cancel your appointment online by clicking 'CANCEL'