

## Patient Self-Scheduling of Followup Appointments

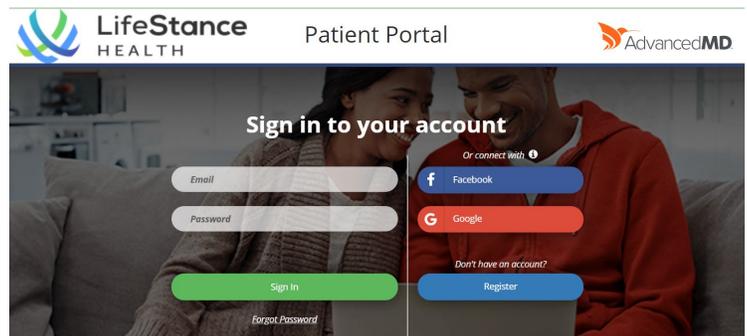
We are happy to announce that patients can now schedule followup appointments with their LifeStance providers through the AdvancedMD Patient Portal.

**Instructions:** Patients/Portal Account Holders will follow these steps to schedule a followup appointment.

- The Patient/Portal Account Holder must be registered with a portal account to use the online self-scheduling tool.
- Patients can schedule with providers who are a part of their care team.
- Only followup appointments are scheduled through the Patient Portal. For questions regarding any appointments other than followups, please contact the office at 925-282-1778.

### Steps:

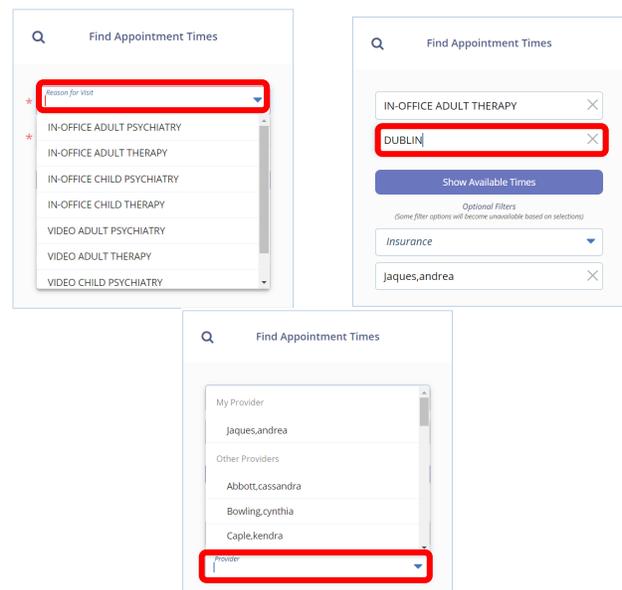
1. Log into the AdvancedMD Patient Portal, which can be found at [AdvancedMD Patient Portal](#). Enter username (this is the email associated with the patient’s portal account) and password configured the first time logging into the portal.



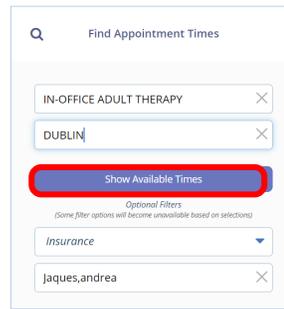
2. Click on the Appointments icon in the header of the main page.



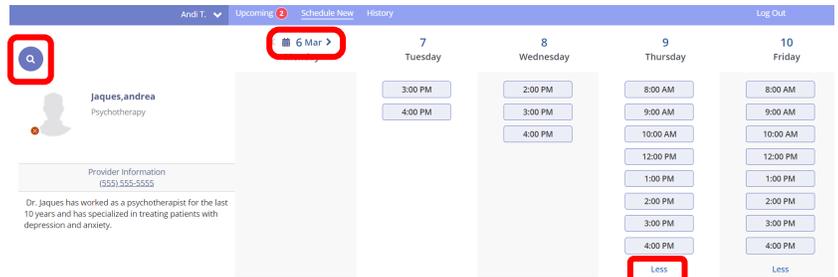
3. Select criteria for desired followup appointment:
  - a. Select the appointment type from the Reason for Visit dropdown.
  - b. Select the location desired for the appointment.
  - c. Check to make sure provider listed is correct. If not, click on the provider field and select from your list of providers.



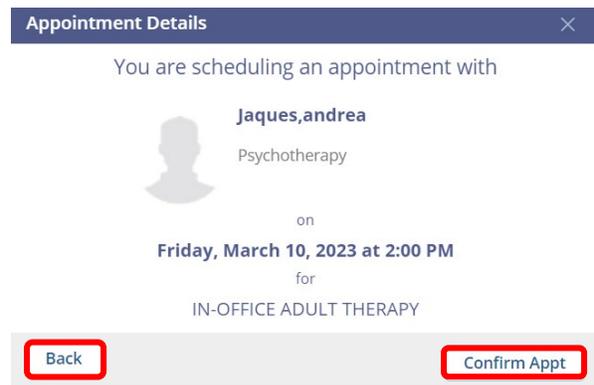
4. Click the Show Available Times button.



5. Available appointments will be displayed for the designated provider. Select an appointment from the options listed. Click on More or Less under the date column to adjust the list of times seen. To see additional dates and times, use the arrow button or click on the calendar icon to select a date. To start a new search, click on the magnifying glass icon.



6. To schedule an appointment, click on the time slot on the date desired. The Appointment Details window will pop up. Check to make sure the information is correct. If it is and you want to schedule the appointment, click Confirm Appt. If you do not want to select the appointment, click Back to return to the appointment selection screen.



7. If you select Confirm Appointment, the appointment will be scheduled and a confirmation screen will appear with details for the appointment, as well as additional information regarding the appointment. You will also receive a confirmation email. Lastly, you will then receive appointment reminders at the regular reminder cadence.

