

Amwell: Using Your Calendar

1. On the landing page, select View All below Today's Appts to view all your appointments for a certain day. Upon clicking on View All, you can use the Calendar icon to choose a day to view.

Practice Administration Test My Computer No Wrap-Ups No patients waiting

Ambulatory Care

No Patients Waiting | No Appointments

MY AVAILABILITY **Available**

Waiting Room

No Patients Waiting

Today's Appts.

No Appointments

[View All](#) Last updated 07/20/2020 | 12:16 PM EDT

Appointments

MY APPOINTMENTS OTHER APPOINTMENTS

Date: 07/20/2020

You have 1 appointment on Monday

July 2020						
S	M	T	W	T	F	S
28	29	30	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	7	8

2. To schedule an appointment, first select the Calendar icon next to Today's Appts.

The screenshot shows a dashboard for 'Ambulatory Care'. At the top, there are navigation tabs: 'Practice', 'Administration', 'Test My Computer', an envelope icon, 'No Wrap-Ups', and 'No patients waiting'. The main header area is blue and green, with 'Ambulatory Care' in large white text and 'No Patients Waiting | No Appointments' below it. On the right, there's a green button labeled 'Available' with a dropdown arrow and 'MY AVAILABILITY' with an info icon above it. Below the header, there are two white panels. The left panel is titled 'Waiting Room' and shows a person icon with the text 'No Patients Waiting'. The right panel is titled 'Today's Appts.' and shows a calendar icon with the text 'No Appointments'. A red circle highlights a small blue calendar icon in the top right corner of the 'Today's Appts.' panel. At the bottom of the right panel, there is a 'View All' link and a timestamp: 'Last updated 07/20/2020 | 12:16 PM EDT'.

3. Search the patient you wish to meet and select the correct patient, choose which provider is going to see the patient, then schedule a date and time for the appointment.

The screenshot shows a 'Schedule Online Visit' form. The title bar is blue with a close button. Below the title, it says 'Find the patient using any of the options below.' There are three radio button options: 'Schedule visit for a child' (unselected), 'Demographics' (selected), 'Email' (unselected), and 'Health Plan' (unselected). The 'Demographics' section is expanded and contains three input fields: 'First Name', 'Last Name', and 'Date of Birth'. The 'Date of Birth' field is a date picker with dropdown menus for '- Month -', '- Day -', and '- Year -'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is circled in red.

Schedule Online Visit [X]

Who is seeing the patient?

Me

Find providers by date

Another provider

The first available

Schedule Online Visit [X]

Select a date and time Schedule for right now

July 2020

S	M	T	W	T	F	S
			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	

Monday, July 20, 2020

My Time Zone (EDT)

12:30 PM

12:45 PM

1:00 PM

1:15 PM

1:30 PM

1:45 PM

2:00 PM

Monday, July 20, 2020 at 1:30 PM

Visit length: 20 minutes

Email provider reminder 15 minutes before visit





Email provider appointment

4. Once you reach the confirmation page, you can schedule the appointment.

Schedule Online Visit



Visit Details

Patient: [Redacted]
Provider: [Redacted] AU Health Medical Student
Visit Time: Mon, Jul 20, 2020 1:30 PM EDT
Visit Type: Video
Patient Cost: **\$0.00**    
Collected from the patient at the time of visit.
[Add coupon](#)

Invitation Options

Note to Patient (optional):

Invite Guests:

[+ Add Guest](#)

[Back](#)

[Complete Visit Setup](#)

