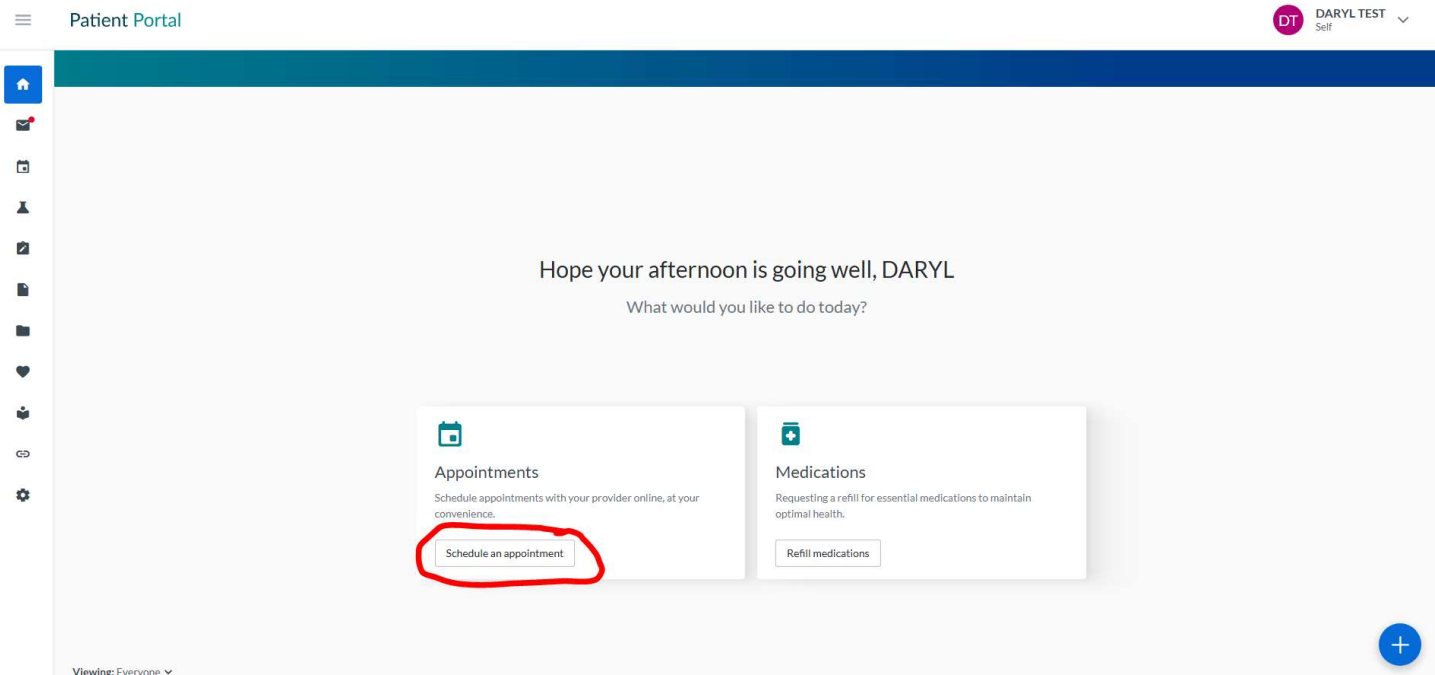
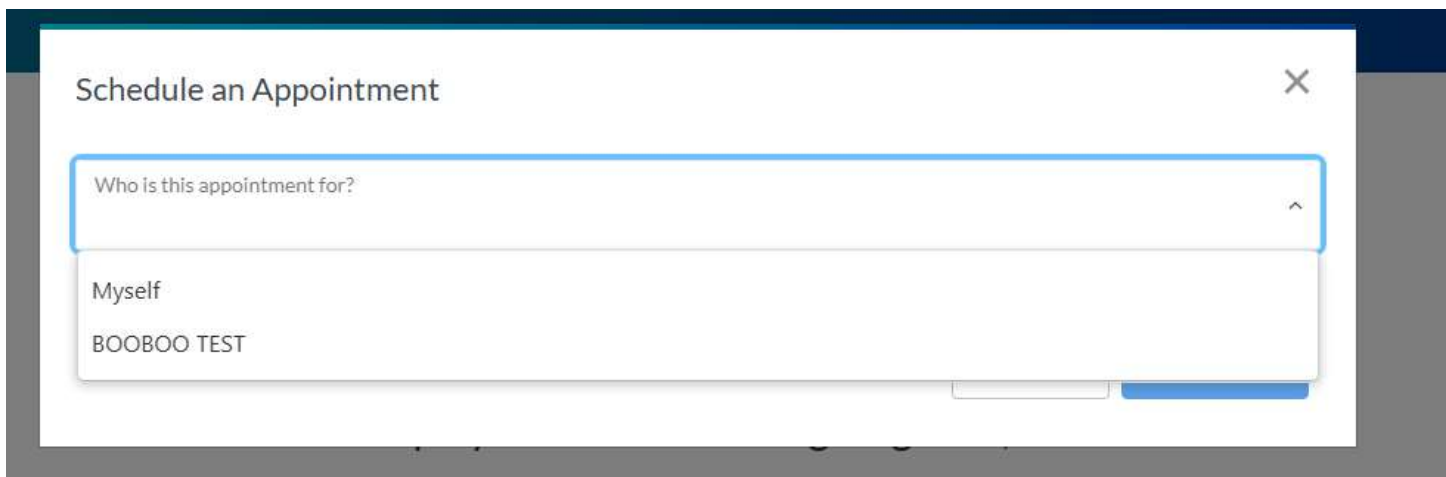


## Flu Clinic Self-Scheduling Instructions (Web)

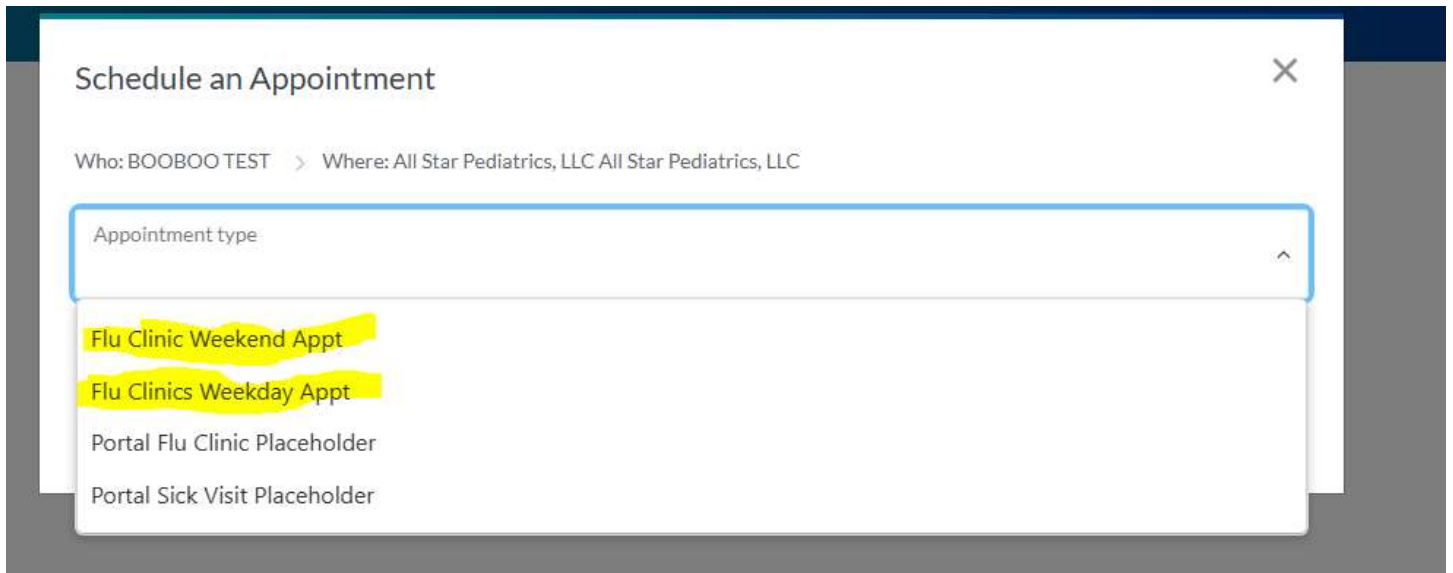
1. Log in to the patient portal and select "Schedule an Appointment"



2. Select the name of the child that you would like to schedule (you can only select 1 child at a time)

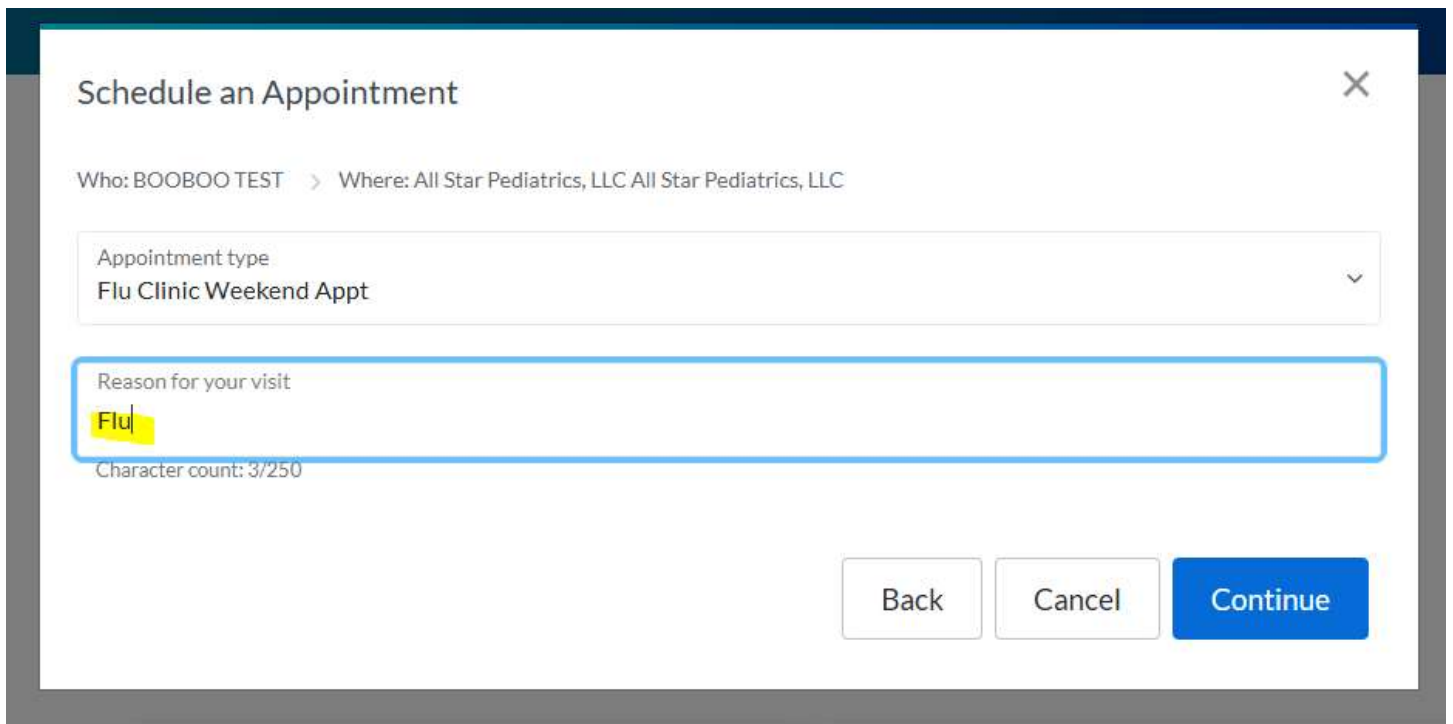


3. Select either "Weekend" or "Weekday" to view openings



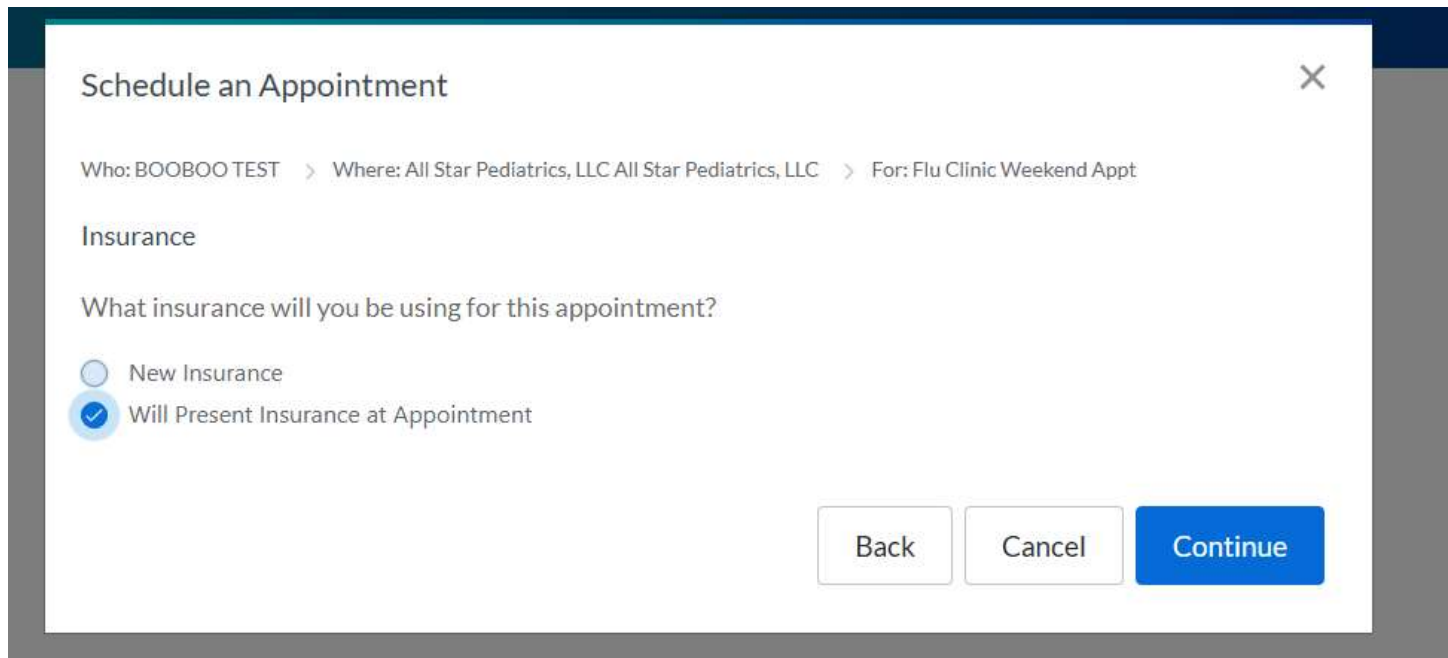
The screenshot shows a dialog box titled "Schedule an Appointment" with a close button (X) in the top right corner. Below the title, it displays "Who: BOOBOO TEST" and "Where: All Star Pediatrics, LLC All Star Pediatrics, LLC". A dropdown menu for "Appointment type" is open, showing four options: "Flu Clinic Weekend Appt", "Flu Clinics Weekday Appt", "Portal Flu Clinic Placeholder", and "Portal Sick Visit Placeholder". The first two options are highlighted in yellow.

4. Type "Flu" as the reason for your visit



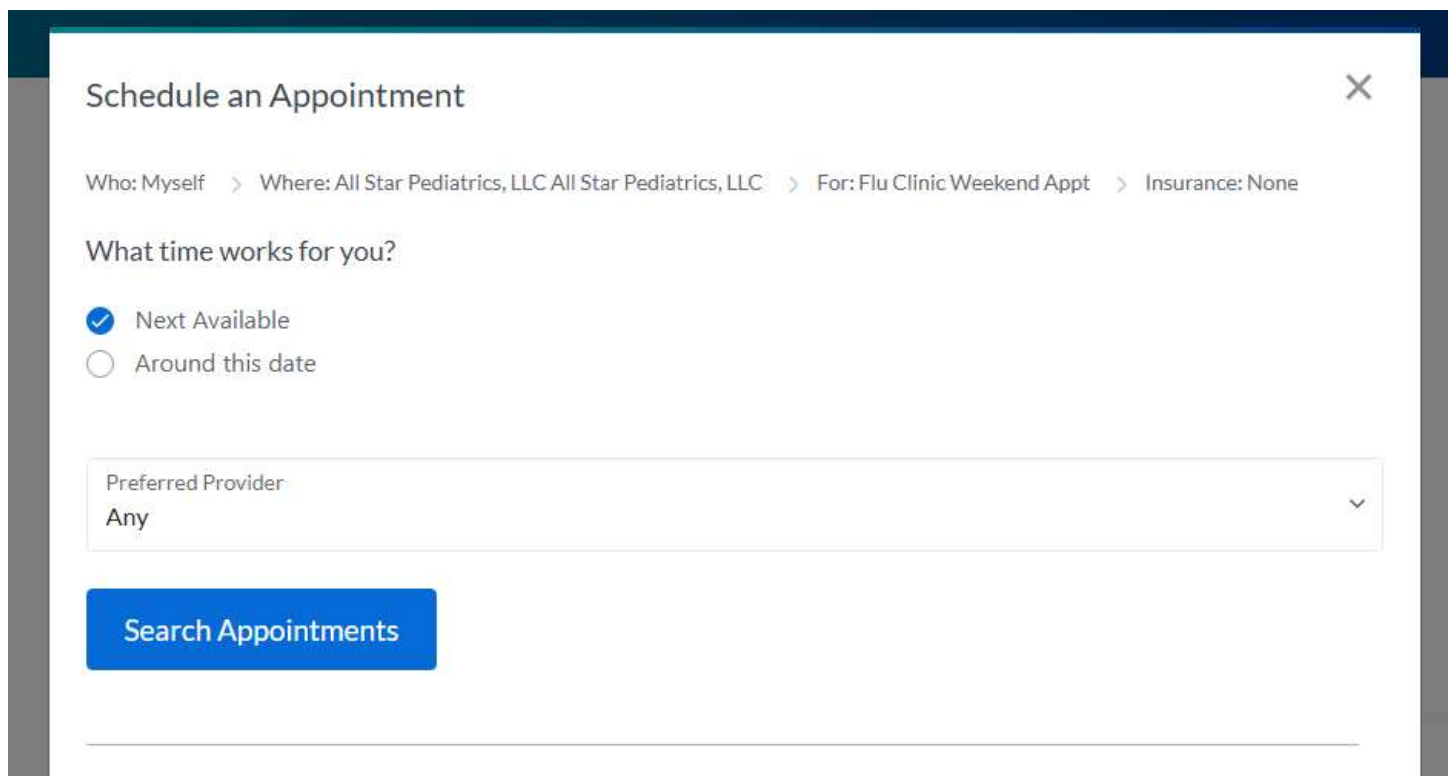
The screenshot shows the same "Schedule an Appointment" dialog box. The "Appointment type" dropdown is now closed and shows "Flu Clinic Weekend Appt". The "Reason for your visit" text input field is highlighted with a blue border and contains the text "Flu". Below the input field, it says "Character count: 3/250". At the bottom right, there are three buttons: "Back", "Cancel", and "Continue".

5. Select the option “Will present insurance at appointment”



The screenshot shows a web form titled "Schedule an Appointment" with a close button (X) in the top right corner. The breadcrumb trail reads: "Who: BOOBOO TEST > Where: All Star Pediatrics, LLC All Star Pediatrics, LLC > For: Flu Clinic Weekend Appt". Under the "Insurance" section, the question is "What insurance will you be using for this appointment?". There are two radio button options: "New Insurance" (unselected) and "Will Present Insurance at Appointment" (selected). At the bottom right, there are three buttons: "Back", "Cancel", and "Continue".

6. You will have the option to view next available appointments or search for appointments on a specific date. Select “any” for the provider and hit “Search”



The screenshot shows the same "Schedule an Appointment" form. The breadcrumb trail now includes "Insurance: None": "Who: Myself > Where: All Star Pediatrics, LLC All Star Pediatrics, LLC > For: Flu Clinic Weekend Appt > Insurance: None". The question is "What time works for you?". There are two radio button options: "Next Available" (selected) and "Around this date" (unselected). Below this is a dropdown menu for "Preferred Provider" with "Any" selected. At the bottom, there is a blue button labeled "Search Appointments".

7. **IF THE SYSTEM SAYS THAT THERE ARE NO AVAILABLE APPTS, PLEASE REFRESH THE PAGE, AND THEN LOG OUT AND LOG BACK IN TO TRY AGAIN BEFORE CALLING THE OFFICE.** The system can easily get overwhelmed when multiple families are scheduling at the same time, so you may need to try searching more than once to view available appointments. Thank you for your cooperation!