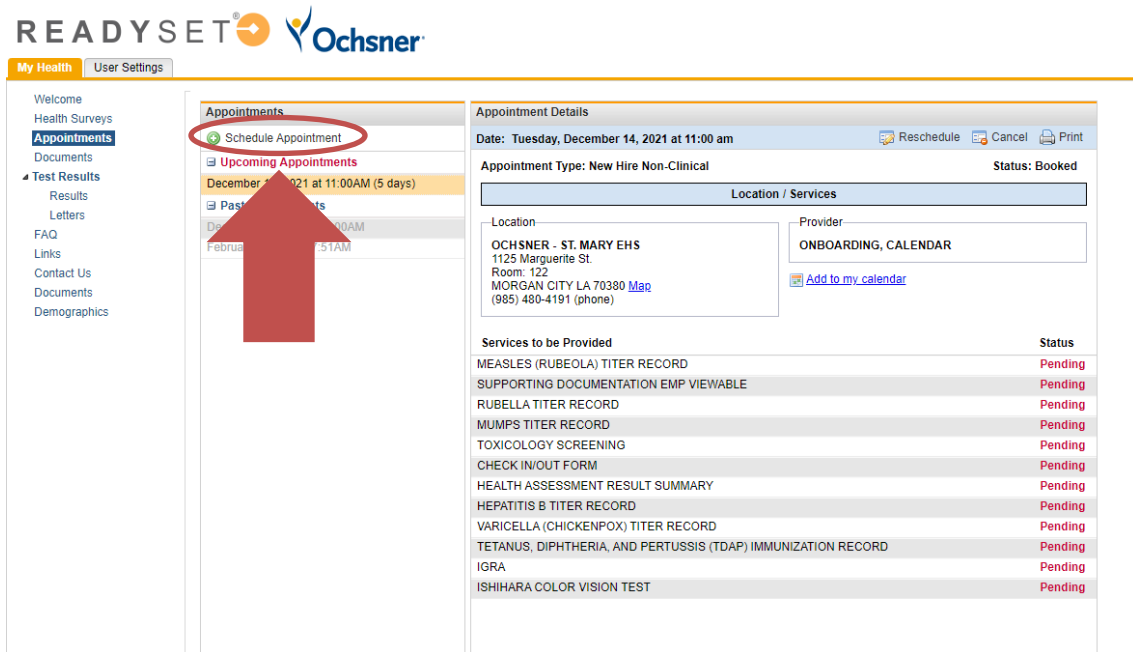


Scheduling an Appointment

- 1) Select **Appointments** on left side menu.
- 2) Select **Schedule Appointment** button.



READYSET Ochsner

My Health User Settings

Welcome
Health Surveys
Appointments
Documents
Test Results
Results
Letters
FAQ
Links
Contact Us
Documents
Demographics

Appointments
Schedule Appointment
Upcoming Appointments
December 14, 2021 at 11:00AM (5 days)
Past Appointments
December 14, 2021 at 11:00AM
February 14, 2021 at 11:00AM

Appointment Details
Date: Tuesday, December 14, 2021 at 11:00 am Reschedule Cancel Print
Appointment Type: New Hire Non-Clinical Status: Booked

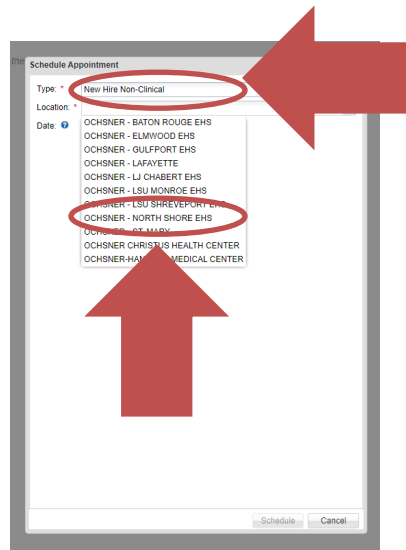
Location / Services

Location: OCHSNER - ST. MARY EHS
1125 Marguerite St.
Room: 122
MORGAN CITY LA 70380 Map
(985) 480-4191 (phone)

Provider: ONBOARDING, CALENDAR
[Add to my calendar](#)

Services to be Provided	Status
MEASLES (RUBEOLA) TITER RECORD	Pending
SUPPORTING DOCUMENTATION EMP VIEWABLE	Pending
RUBELLA TITER RECORD	Pending
MUMPS TITER RECORD	Pending
TOXICOLOGY SCREENING	Pending
CHECK IN/OUT FORM	Pending
HEALTH ASSESSMENT RESULT SUMMARY	Pending
HEPATITIS B TITER RECORD	Pending
VARICELLA (CHICKENPOX) TITER RECORD	Pending
TETANUS, DIPHTHERIA, AND PERTUSSIS (TDAP) IMMUNIZATION RECORD	Pending
IGRA	Pending
ISHIHARA COLOR VISION TEST	Pending

- 3) Select the **Type** of appointment.
- 4) Select the **Location(s)**



Schedule Appointment

Type: New Hire Non-Clinical

Location: OCHSNER - ST. MARY EHS

Date: [Calendar icon]

OCHSNER - BATON ROUGE EHS
OCHSNER - ELMWOOD EHS
OCHSNER - GULFPORT EHS
OCHSNER - LAFAYETTE
OCHSNER - LI CHABERT EHS
OCHSNER - LSU MONROE EHS
OCHSNER - LSU SHREVEPORT EHS
OCHSNER - NORTH SHORE EHS
OCHSNER - ST. MARY
OCHSNER CHRISTIAN HEALTH CENTER
OCHSNER-HA... MEDICAL CENTER

Schedule Cancel

- 5) **Date**, use if looking for a specific date.

6) Select a **Date and Time** from options listed.

7) Select **Schedule**

the Schedule Appointment

Type: * New Hire Non-Clinical

Location: * OCHSNER - ST. MARY

Date:

Select an appointment:

Date	Time	Location
12/14/2021	11:00am-11:30am	OCHSNER - ST. MARY
12/16/2021	11:00am-11:30am	OCHSNER - ST. MARY
12/21/2021	11:00am-11:30am	OCHSNER - ST. MARY
12/23/2021	11:00am-11:30am	OCHSNER - ST. MARY
12/28/2021	11:00am-11:30am	OCHSNER - ST. MARY
12/30/2021	11:00am-11:30am	OCHSNER - ST. MARY
01/04/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/06/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/11/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/13/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/18/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/20/2022	11:00am-11:30am	OCHSNER - ST. MARY
01/25/2022	11:00am-11:30am	OCHSNER - ST. MARY

Page 1 of 1

Schedule Cancel

8) Select **OK** on the Schedule Appointment Confirmation box

Schedule Appointment Confirmation

Your appointment will be on

Tuesday December 14, 2021 11:00am-11:30am

At the Location:
OCHSNER - ST. MARY EHS
1125 Marguerite St.
Room: 122
MORGAN CITY LA 70380 [Map to Location](#)
(985) 480-4191 (phone)

Please press 'OK' to confirm this appointment

OK Cancel

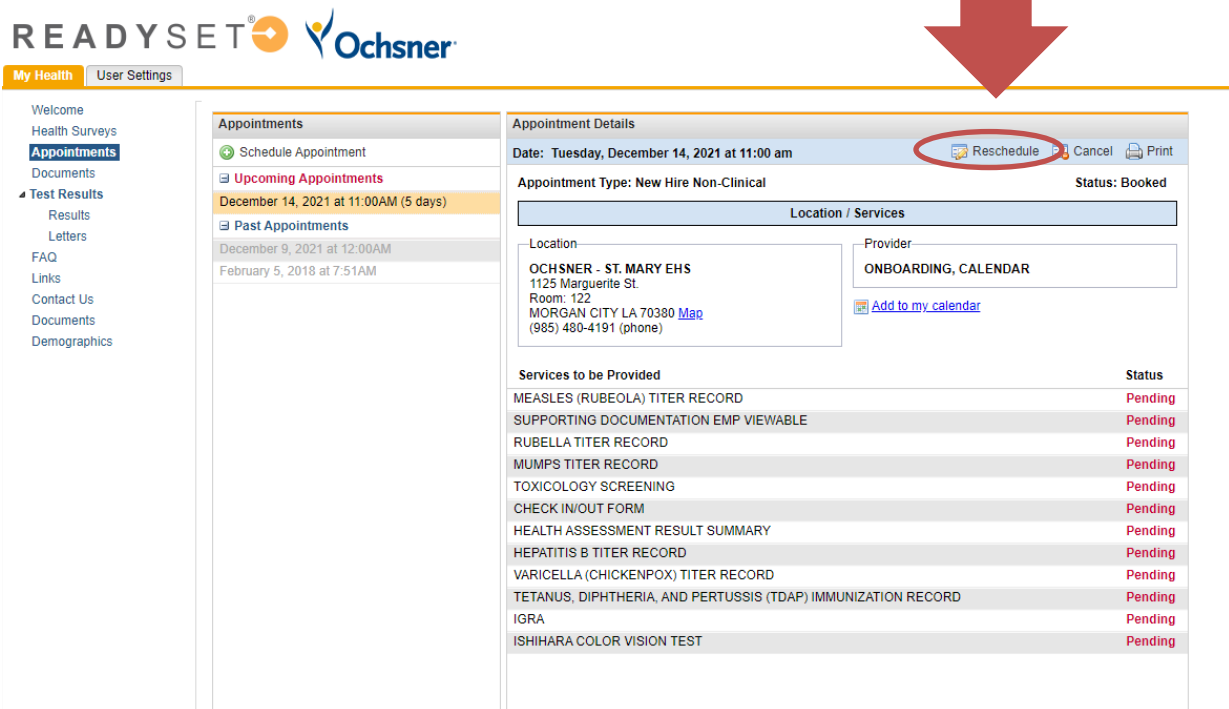
9) An email is sent confirming the appointment

**Only schedule one appointment. If you would like a time/day that isn't available, you're
your local Employee Health office.**

- **NorthShore:** 985-898-7048
- **Baton Rouge:** 225-755-4443
- **Chabert:** 985-873-2188.
- **Lake Charles:** 225-755-4443
- **Monroe:** 318-627-7119
- **St. Mary (Morgan City):** 985-873-2188
- **Shreveport:** 318-626-0663
- **Elmwood/Southshore:** 504-842-3628

To Reschedule an Appointment

- 1) Select the **Reschedule** button.

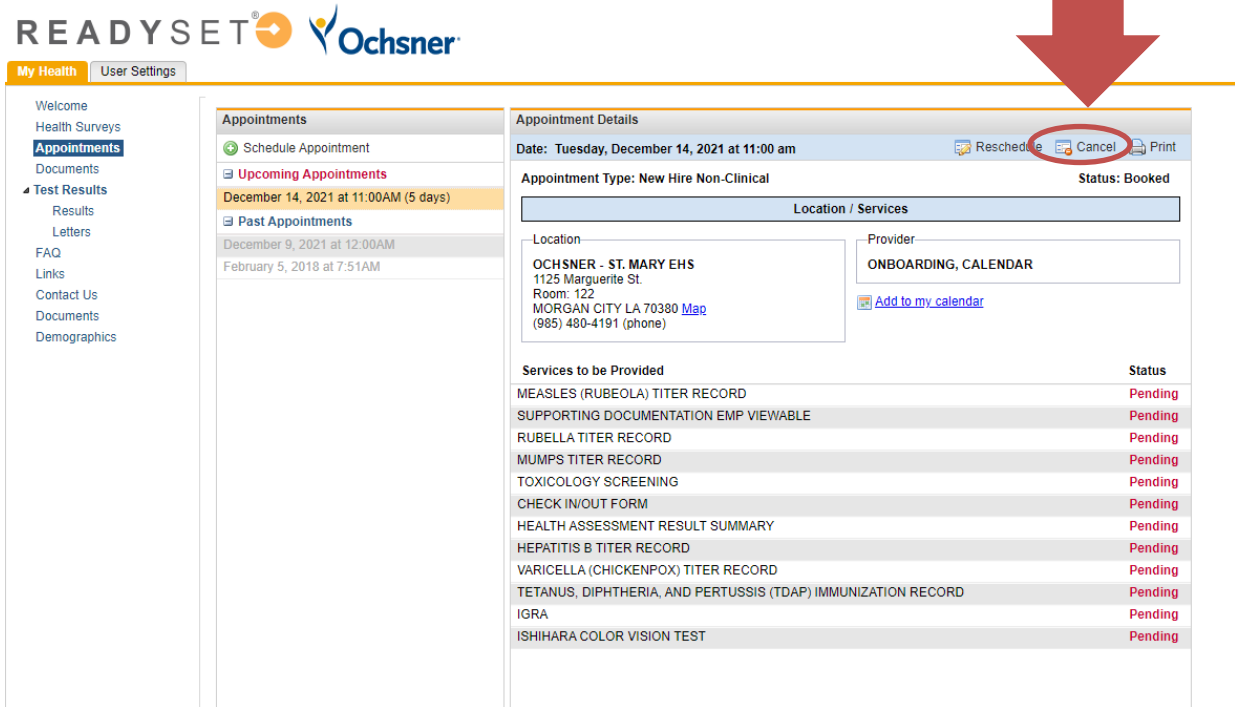


The screenshot shows the READYSET Ochsner patient portal interface. On the left is a navigation menu with options like Welcome, Health Surveys, Appointments, Documents, Test Results, Results, Letters, FAQ, Links, Contact Us, Documents, and Demographics. The 'Appointments' section is active. The main content area is divided into two panels. The left panel, titled 'Appointments', shows a 'Schedule Appointment' button and a list of 'Upcoming Appointments' with the selected appointment being 'December 14, 2021 at 11:00AM (5 days)'. The right panel, titled 'Appointment Details', shows the date and time, appointment type ('New Hire Non-Clinical'), status ('Booked'), location ('OCHSNER - ST. MARY EHS'), and provider ('ONBOARDING, CALENDAR'). A red circle highlights the 'Reschedule' button in the top right corner of the 'Appointment Details' panel. A large red arrow points down from the instruction above.

- 2) Select the **Location(s)**.
- 3) Select the **Date and Time**.
- 4) Select the **Reschedule** button.
- 5) Select **OK** to confirm.
- 6) An email is sent confirming the new appointment time

To Cancel an Appointment

- 1) Select the **Cancel** button.



The screenshot shows the READYSET Ochsner web application interface. On the left is a navigation menu with options like Welcome, Health Surveys, Appointments, Documents, Test Results, Results, Letters, FAQ, Links, Contact Us, Documents, and Demographics. The main content area is divided into two sections: 'Appointments' and 'Appointment Details'.

In the 'Appointments' section, there is a list of appointments. The appointment for 'December 14, 2021 at 11:00AM (5 days)' is highlighted. Below it, there is a section for 'Past Appointments' showing two previous appointments.

The 'Appointment Details' section shows the following information:

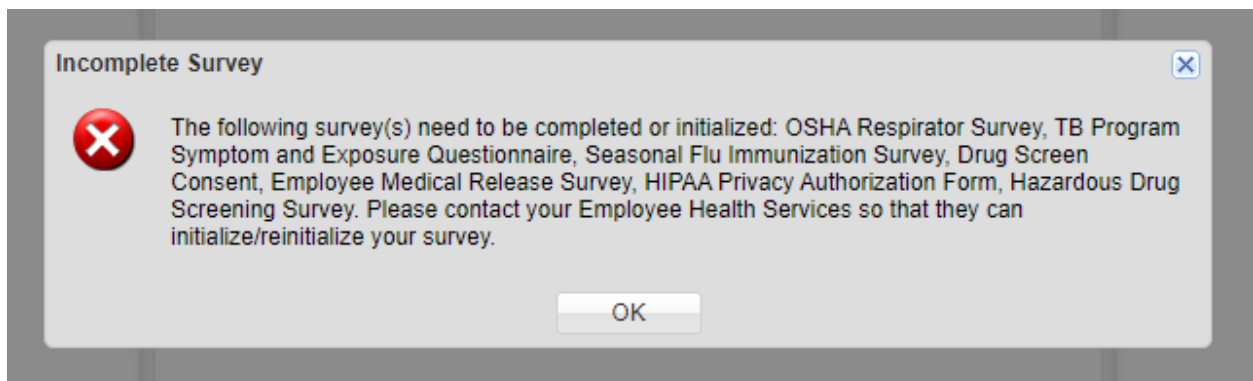
- Date:** Tuesday, December 14, 2021 at 11:00 am
- Appointment Type:** New Hire Non-Clinical
- Status:** Booked
- Location / Services:**
 - Location:** OCHSNER - ST. MARY EHS, 1125 Marguerite St., Room: 122, MORGAN CITY LA 70380. (985) 480-4191 (phone).
 - Provider:** ONBOARDING, CALENDAR.
- Services to be Provided:**

Services to be Provided	Status
MEASLES (RUBEOLA) TITER RECORD	Pending
SUPPORTING DOCUMENTATION EMP VIEWABLE	Pending
RUBELLA TITER RECORD	Pending
MUMPS TITER RECORD	Pending
TOXICOLOGY SCREENING	Pending
CHECK IN/OUT FORM	Pending
HEALTH ASSESSMENT RESULT SUMMARY	Pending
HEPATITIS B TITER RECORD	Pending
VARICELLA (CHICKENPOX) TITER RECORD	Pending
TETANUS, DIPHTHERIA, AND PERTUSSIS (TDAP) IMMUNIZATION RECORD	Pending
IGRA	Pending
ISHIHARA COLOR VISION TEST	Pending

In the top right corner of the 'Appointment Details' section, there are three buttons: 'Reschedule', 'Cancel', and 'Print'. The 'Cancel' button is circled in red, and a large red arrow points to it from above.

- 2) Select **OK** to confirm cancelation
- 3) An email is sent confirming the cancellation

Error Message for Survey requirement



The screenshot shows an 'Incomplete Survey' error message dialog box. The message text is as follows:

Incomplete Survey

The following survey(s) need to be completed or initialized: OSHA Respirator Survey, TB Program Symptom and Exposure Questionnaire, Seasonal Flu Immunization Survey, Drug Screen Consent, Employee Medical Release Survey, HIPAA Privacy Authorization Form, Hazardous Drug Screening Survey. Please contact your Employee Health Services so that they can initialize/reinitialize your survey.

At the bottom of the dialog box is an 'OK' button.

This will pop-up if there are surveys that are not completed. You will need to complete the surveys before you can schedule an appointment.