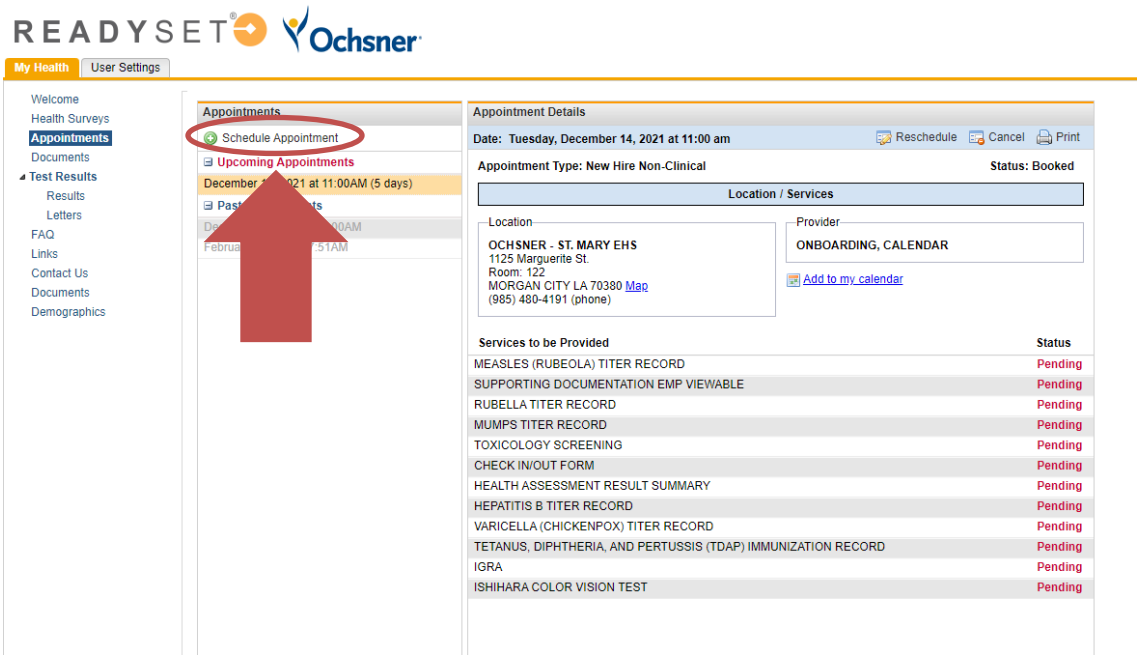
Scheduling an Appointment

1) Select **Appointments** on left side menu.

2) Select **Schedule Appointment** button.



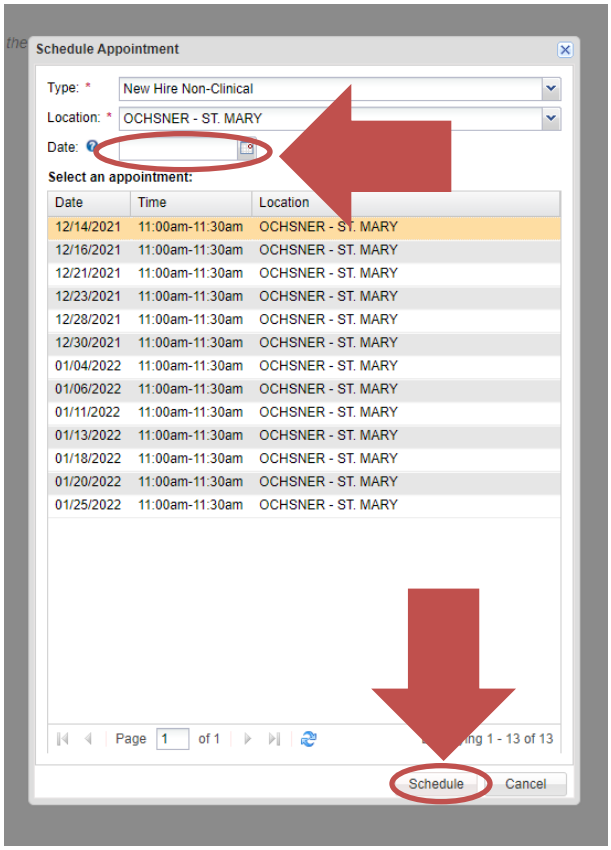
3) Select the **Type** of appointment.

4) Select the **Location**(s)

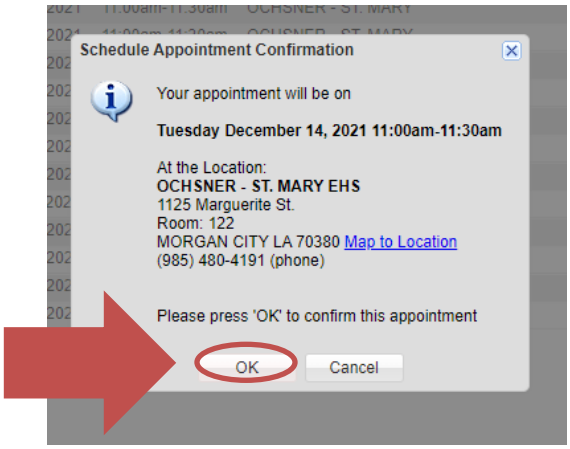
5) **Date**, use if looking for a specific date.

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

7) Select **Schedule**



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



9) An email is sent confirming the appointment

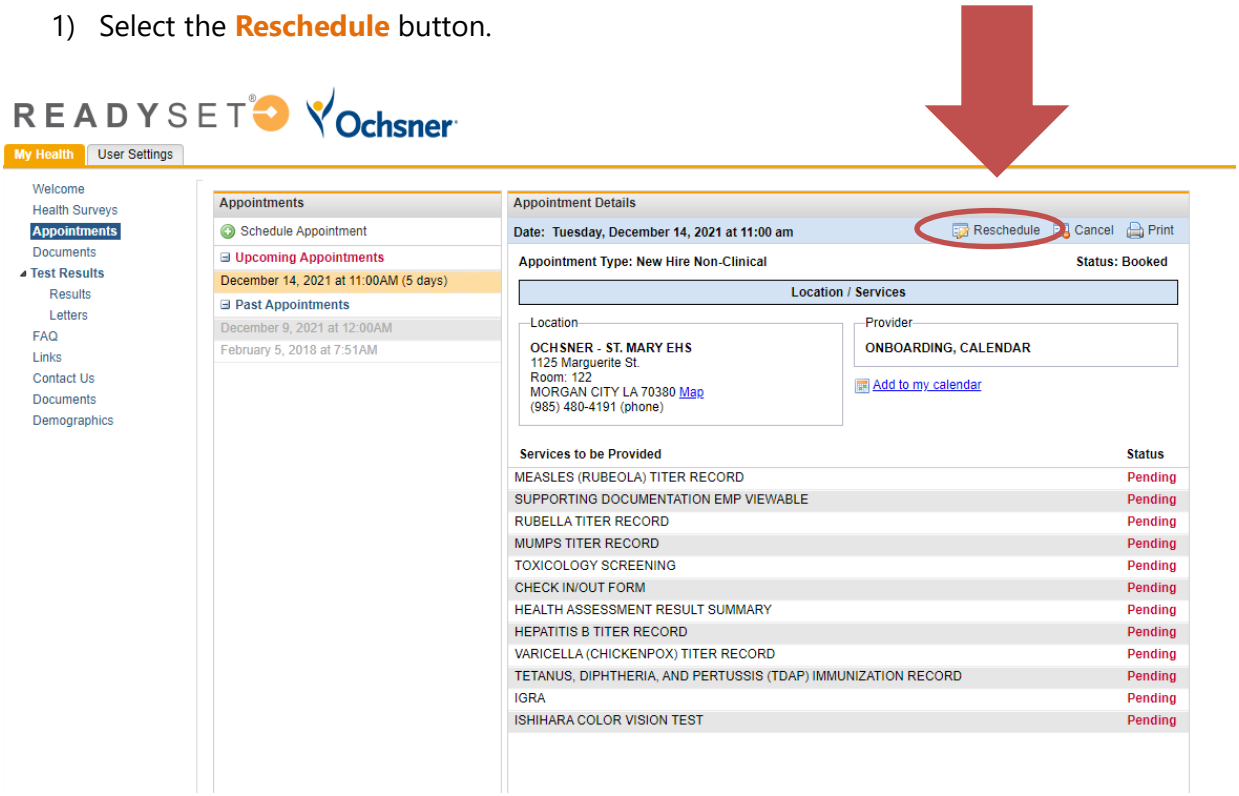
Only schedule one appointment. If you would like a time/day that isn't available, you're

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.



2) Select the **Location**(s).

3) Select the **Date and Time**.

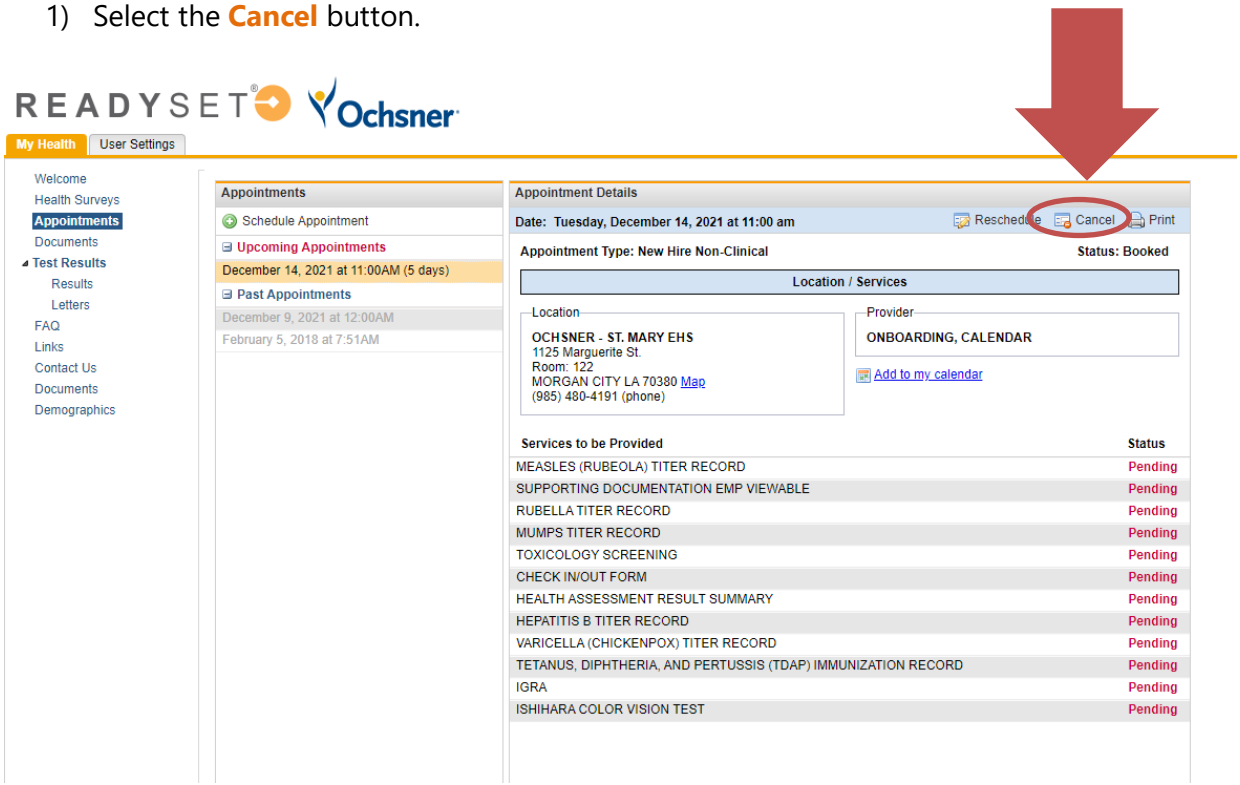
4) Select the **Reschedule** button.

5) Select **OK** to confirm.

6) An email is sent confirming the new appointment time

To Cancel an Appointment

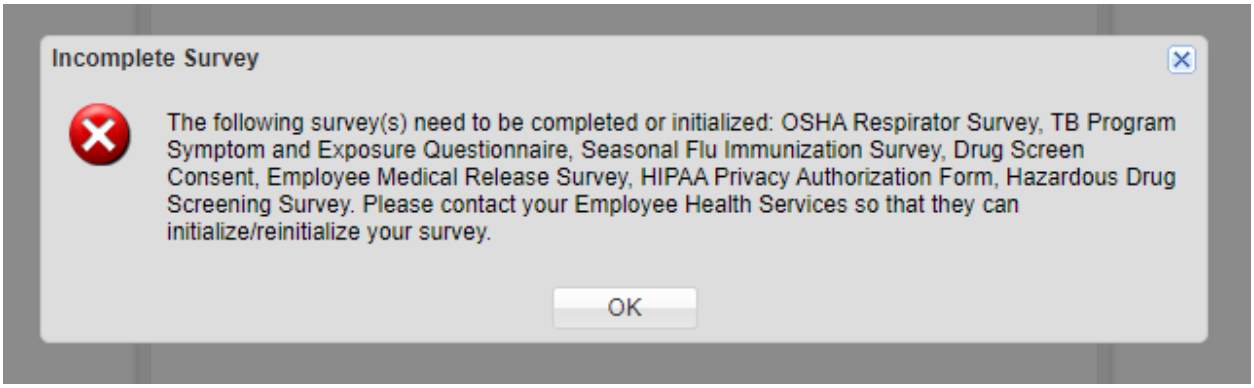
1) Select the **Cancel** button.



2) Select **OK** to confirm cancelation

3) An email is sent confirming the cancellation

Error Message for Survey requirement



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.