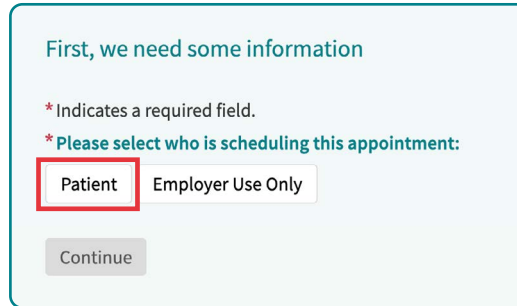


Scheduling an Appointment

Specific fields and buttons may vary. Screenshots are for general reference purposes.

1. Click **Patient**.



First, we need some information

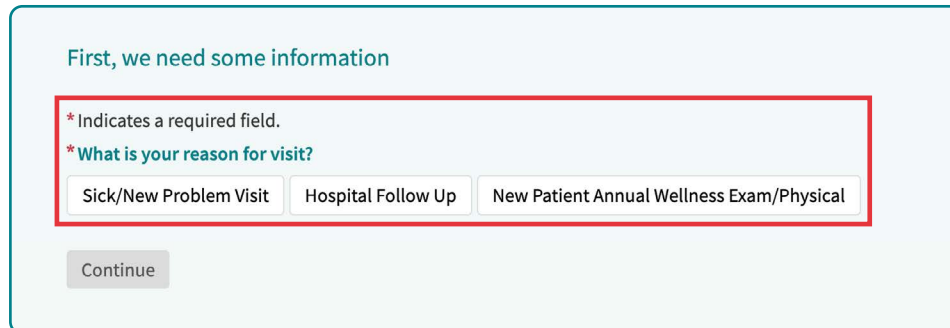
* Indicates a required field.

* Please select who is scheduling this appointment:

Patient Employer Use Only

Continue

2. Click on the appropriate appointment type.



First, we need some information

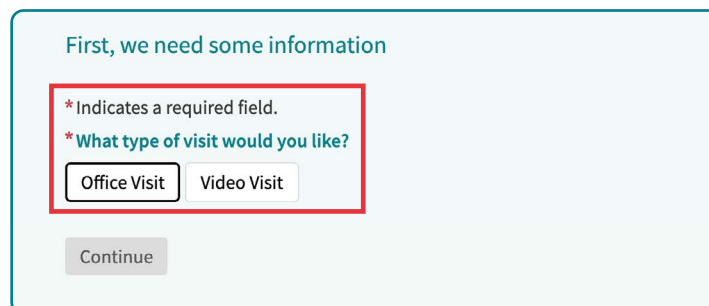
* Indicates a required field.

* What is your reason for visit?

Sick/New Problem Visit Hospital Follow Up New Patient Annual Wellness Exam/Physical

Continue

3. Select either **Office Visit** or **Video Visit**.



First, we need some information

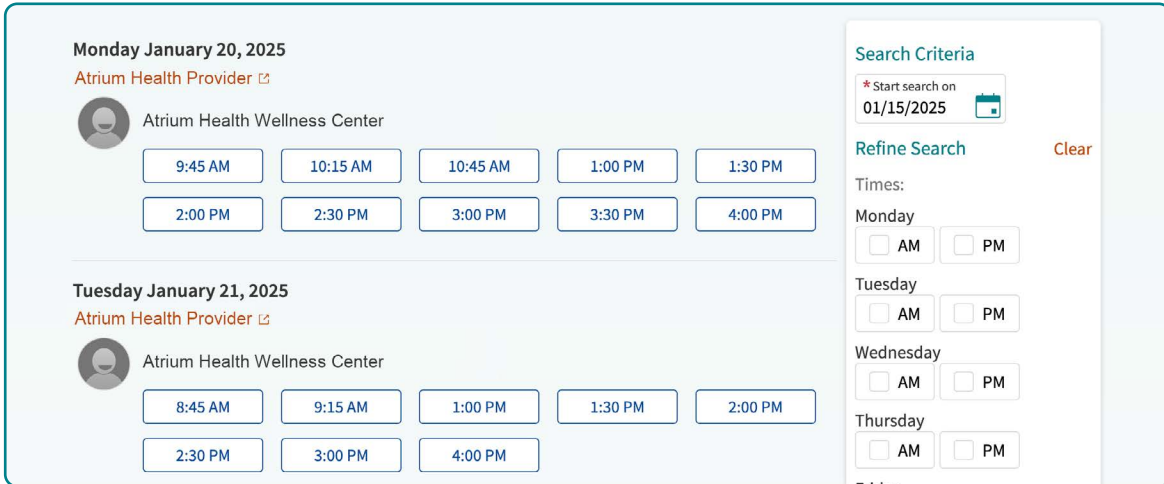
* Indicates a required field.

* What type of visit would you like?

Office Visit Video Visit

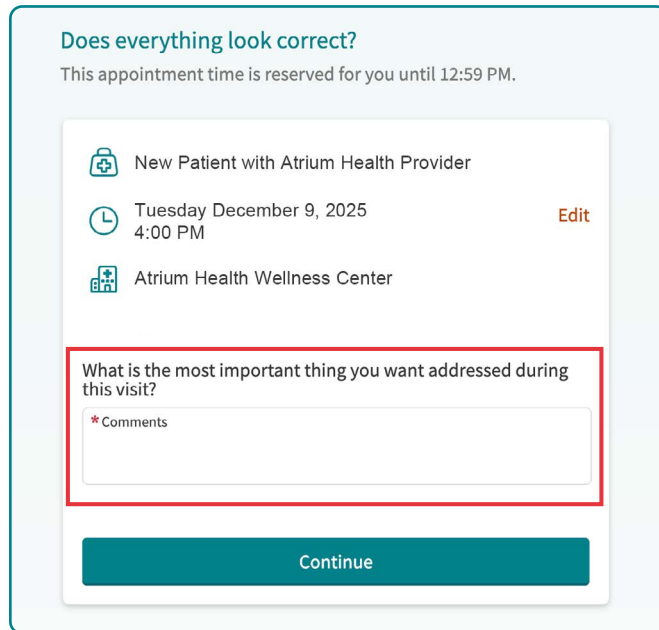
Continue

4. Select a time for the appointment. Use the calendar to select a different date.



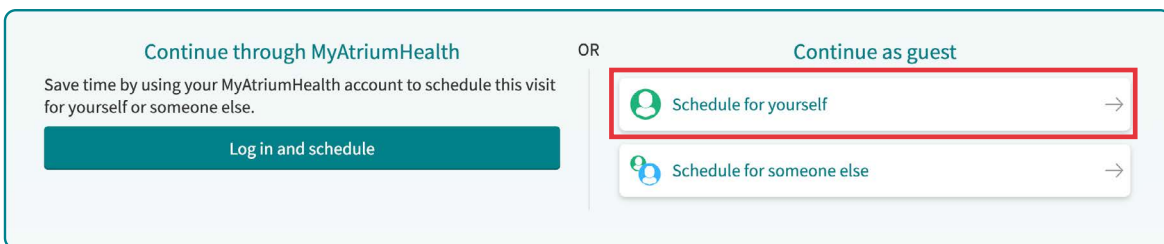
The screenshot shows a scheduling interface for Atrium Health Wellness Center. It displays two dates: Monday, January 20, 2025, and Tuesday, January 21, 2025. For each date, there are several time slots available. On the right side, there is a 'Search Criteria' section with a date picker set to 01/15/2025 and a 'Refine Search' section with checkboxes for AM and PM for each day of the week.

5. Review the details of the appointment. In the **Comments** section, enter the **reason for scheduling the appointment**.



The screenshot shows a review screen for an appointment. It asks 'Does everything look correct?' and states 'This appointment time is reserved for you until 12:59 PM.' Below this, there are three items: 'New Patient with Atrium Health Provider', 'Tuesday December 9, 2025 4:00 PM', and 'Atrium Health Wellness Center'. A red box highlights a text input field with the prompt 'What is the most important thing you want addressed during this visit?' and a label '* Comments'. A 'Continue' button is at the bottom.

6. If you do not have a MyAtriumHealth account, click **Schedule for yourself**.



The screenshot shows two options for scheduling: 'Continue through MyAtriumHealth' and 'Continue as guest'. Under 'Continue as guest', there are two buttons: 'Schedule for yourself' and 'Schedule for someone else'. The 'Schedule for yourself' button is highlighted with a red box.



7. On the Patient Information window, fields with a * are required to continue in the scheduling process. Enter the following information:

- First name
- Last name
- Street address, City, State and ZIP Code
- Legal sex
- Date of birth
- Home phone
- Email address
- Race
- Ethnicity
- Preferred language

Patient Information

* Indicates a required field.

Patient's Name

* First name Middle name * Last name

Patient's Address

Country

* Street address

* City * State * ZIP

County

Other Patient Information

* Legal sex

Female Male Unknown Nonbinary

* Date of birth

* Home phone Work phone Mobile phone

* Email address * Verify email address

* Race

African
American Indian or Alaska Native
Arab
Asian


You can hold the CTRL key while clicking to select multiple options.

* Ethnicity




* Preferred language

8. Enter any insurance information.

Finish Scheduling



Appointment details (not yet scheduled) ^
This appointment time is reserved for you until 12:59 PM.

 New Patient with Atrium Health Provider  Tuesday December 9, 2025
4:00 PM EST (30 minutes)  Atrium Health Wellness Center

* Indicates a required field.

Insurance Information

You may receive a Self-Pay estimate if we are unable to verify your coverage, or if you do not have insurance. If you do not receive an updated estimate, you may request one at [704-355-0900](tel:704-355-0900)


* Select your insurance provider

9. Click **Schedule**.

←

10. You will receive a message confirming the **Appointment is Scheduled**.

Appointment Details

 **Appointment Scheduled**
You're all set! You can review details of your upcoming appointment below.

Updated 1/15/25