

# ONLINE BOOKING

## Patient Experience

Welcome to our Online Appointment Booking System. After setting up your account, you will be able to schedule appointments, review your appointments and easily sync them to your online calendar 24/7 from anywhere with internet access!

A short video is also available to explain how to use this simple online tool.

After setting up your account online be sure to verify your account in the email you receive and sign into your account. The URL for the online booking portal is:

**[www.atlaschirosys.com/booking](https://www.atlaschirosys.com/booking)**

If you forget your login username or password, use the 'Forgot?' recovery link on the page.

Once logged into the site you should see a page similar to this one:

The screenshot shows a web browser window with the URL <https://www.atlaschirosys.com/booking/#/chooseAppt>. The page displays the following information:

- 1** Atlas Wellness Studio  
(866) 555-1212  
123 Main St  
BUFFALO, NY 14444
- 3** Book an Appointment  
Change Password  
Download Calendar  
View Family
- 4** Hello there, Jason! (Logout)
- 2** A table of appointments:

Date	Type	Provider
Mon, Mar 11, 2019, 10:30 AM	30M Massage	Cindy
Mon, Mar 11, 2019, 10:30 AM	Adjustment	Dr Kevin
Mon, Mar 11, 2019, 11:30 AM	Adjustment	Dr Kevin
Wed, Mar 13, 2019, 11:30 AM	Adjustment	Dr Kevin
Fri, Mar 15, 2019, 11:30 AM	Adjustment	Dr Kevin
Mon, Mar 18, 2019, 10:30 AM	60M Massage	Cindy



**Address / Clinic Contact Information:** display area for the clinic name and contact details.



**Appointment Ledger:** displays appointment date, type and provider information. The next appointment is listed at the top.



**Book an Appointment:** click to schedule appointment(s). [see details below]

**Change Password:** click to update / change your account password.

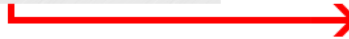
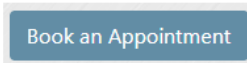
**Download Calendar:** click to download an ICal file that can be synced to your online calendar of choice (Ical, Google Calendar, etc).

**View Family:** (must be linked with family members in the clinic database) allows you to select which linked family member account to work with (schedule appointments, download calendar, etc)  
The specific family member name will appear in this button when selected.



**Logout:** displays your name and Logout option.

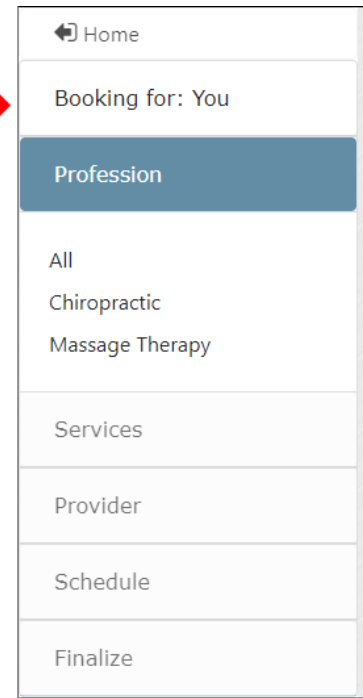
## Booking Appointments



When you click the Book an Appointment button you will be directed to a new page.

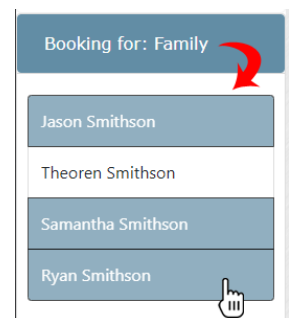
During any time when you are booking an appointment, you can click the HOME link at the top of the menu to go back to the main Page.

The appointment booking menu is designed to be navigated in steps from top to bottom. The headings are Booking For, Profession, Services, Provider, Schedule and Finalize – you can navigate back through the steps at anytime by simply clicking on the heading to change your choices.



If you are linked with your family, in your Providers database, you will be able to book appointments for yourself or family members. If you don't see your family members listed, contact your Providers office for assistance.

- ✓ To begin, select which patient(s) you want to schedule an appointment for (or leave as-is to book for yourself). You can select multiple family members in the drop down (they will highlight blue to indicate they are selected).



- ✓ **Profession:** next choose the Profession you want to book.  
Profession is the Provider or Services you are looking to schedule. You can select 'All' to see a list of all services offered by the office.  
If you are unsure what to select or don't see the profession you want listed, contact your Providers office for assistance.

Profession

All

Chiropractic

Massage Therapy

- ✓ **Services:** this menu will display a list of Services available for online booking based on the Profession you selected. Please note: not all services offered by a clinic may be available to schedule online.  
If you are unsure what to select or don't see the service you want listed, contact your Providers office for assistance.

Services

Adjustment


New Patient

Progress Exam

ROF

- ✓ **Provider:** in this box you can select which provider you would like to schedule your appointment with.  
If you are unsure who to select or don't see the Provider you want listed, contact your Providers office for assistance.

Provider



Dr. Kevin Manso

- ✓ **Schedule:** clicking on Schedule will open a calendar to select which date you would like to book an appointment on.

As noted in the example, unavailable times are grayed out and cannot be selected. Click the time you would like to book your appointment.  
If you are unsure who to select or don't see the time you want listed, contact your Providers office for assistance.

- ✓ **Finalize:** confirm your selections in this final box. Be sure to review the selected Provider, Service (appointment you are booking) and Booking (date / time).  
Once confirmed, click 'Book Now'.

Finalize

Provider: Dr. Kevin Manso

Service: New Patient

Booking: Mar 25, 8:45 AM

Book Now

After clicking 'Book Now', you will see a popup confirmation for the appointment and be asked if you would like to book another appointment. Select 'Yes, please' to book another appointment or choose 'I'm good' if you are done.

You will receive an email confirmation for the appointment(s) booked also.

Depending on the appointment you chose, you may also be prompted to Fill out an Online Form related to the appointment. In the confirmation popup you can choose to Fill out Form Now and be directed immediately to the online form for completion. You can also choose to skip the form completion at this time. You will receive an email confirmation for the appointment along with a link to complete the form online at your convenience.

**Completing your forms online before your appointment will save time both for you and the office – be sure to do them as soon as you can!**

**Questions regarding the online booking system should be directed to the clinic or Provider where you are seeking treatment. Not all Services, Providers or Appointment Times may be available to schedule online.**