

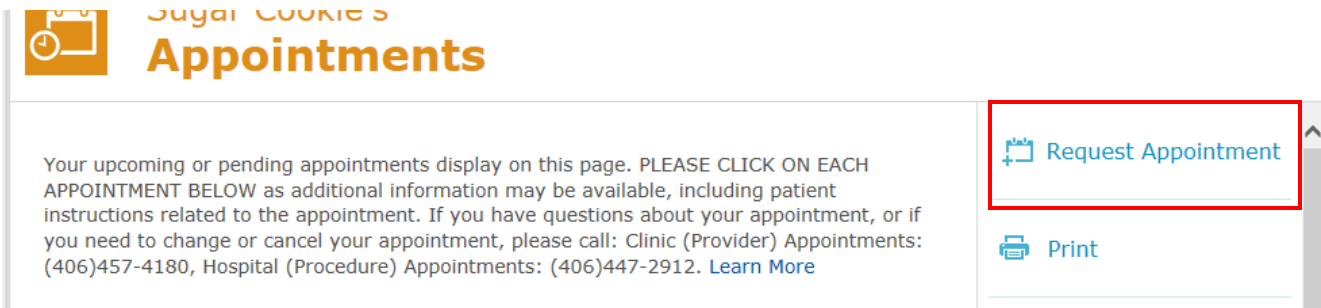
YOUR APPOINTMENTS

How To Request an Appointment On The Patient Portal

1. Select > **Appointments**



2. Select > **Request Appointment**



3. Choose something from all the boxes. Remember to always Select > **V** or downward arrow to see what you have to choose from, and then select the one you want. When you see the **V** or downward arrow on the portal, there is always a list you can choose from. When you've finished, Select > **Continue** to go to the next page.



Appointments

Clinic Appointment Types:

For clinic appointments please fill out the questions below. If the appointment is time sensitive, please call directly to (406)457-4180.

Other Appointment Types:


An order is required for any appointment performed at St. Peter's Hospital. You will be contacted for order confirmation prior to the scheduling of this procedure. If the appointment is time sensitive, please call directly to (406)447-2912.

We do not schedule any appointments on Saturday or Sunday.




Step 1: Select Your Appointment


Where would you like to make your appointment? (required)

 Click to see choices. 

What type of appointment would you like? (required)

 Click to see choices. 

What is the reason for your visit? (required)

 Type this in. 

4. If you just want the very earliest appointment possible, Select > **No Preference**. If you have a day and time in mind, click on it. You can type in more information about the appointment, too. When you're done, Select > **Continue**.

Step 2: Select Your Appointment Time

No Preference. Please schedule the next available appointment.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

Comments regarding your appointment time.

You can type information in here.

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5. If you want a different phone number than what's already there, Select > **Other** and type in the number. You can type in more information in the box below if you want. Now Select > **Submit**. The message will go to your provider's schedulers, and they will contact you to confirm the appointment. When the appointment is confirmed, you will receive an email alert letting you know that you have a new appointment, and you'll be able to view it on your Patient Portal.

1 2 3

Step 3: Provide Your Contact Information

Home Phone: (401)555-1111

Other:

Please indicate here if there are other details we should know about to help us schedule your appointment.

You can type information in here.

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