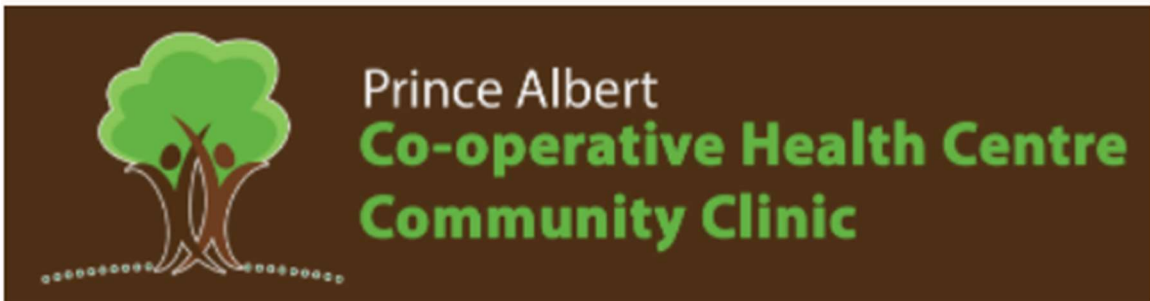# *Introducing Appointment Self Bookings*

Powered by Pomelo and HealthMyself

In partnership with the Prince Albert Cooperative Health Centre

Instructions to book appointments using Self Booking services.

Co-operative Health Centre Community Clinic

110 – 8th Street East, Prince Albert, Saskatchewan S6V 0V7
Phone: 306–763-6464
Fax: Main 306-763-2101 Upper 306 763-3440 Lower 306-922-0977
Website: www.coophealth.com

How to Self Book Appointments – For Registered Clients (Unregistered see page 6) *Sasktel.net emails may encounter issues when accessing this service. If you have a Sasktel.Net address and have not received an invitation to register, please use the Unregistered Client process on page 6 that will contain additional information to complete your registration. We apologize for this inconvenience.*

To book an appointment, you will have to go to the appointment page in the Portal. From here you can book appointments for yourself, or if you are connected to family who are unable, book on behalf of them.

Please ensure to have a valid lab requisition prior to your appointment date.

1. To book an appointment you must first click the Book New Appointment button on the main Appointments page or straight from the Dashboard/Homepage.

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2. The next step is to choose on behalf of who you will book the appointment for. If you are managing the profile of somebody without access to the portal, like a minor, you can book appointments for them as well.

3. After choosing who the appointment is for, you can then choose what type of appointment you would like to book. The types of appointments you can book depend on what your clinic offers.

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4. The next step is to choose which doctor you will book your appointment with and on what date and time. On this page, the name of your primary provider will be displayed (as well as any other providers your clinic allows you to book with) in addition to their next availability as well as all future availability

5. Once you have chosen an availability that suits your needs, your next step will be to detail the reason for your appointment (if your clinic gives this option). This can include symptoms or concerns. Once this has been done, you can click on the Submit your request button.

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6. Once you have submitted your request, depending on your clinic's discretion, you may need to wait for your appointment request to be confirmed.

7. Once your appointment has been confirmed you will be able to view it in your Upcoming Appointments.

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How To Access Self Bookings For Unregistered Clients

For Un-registered(New or potentially Sasktek.net users) Clients you may book without registering if desired. Registering with Pomelo will give you greater control and choice by allowing you to set preferences, however it is not required to Self Book. If you do choose to register there is a step at the end of the booking process that will allow you to register for full services.

If you are not Registered with Pomelo, follow these steps to access the Self Booking page, and you will be able to access this service. You must have already seen us in the past to access this feature, as the information you supply must match our records for Privacy purposes.

1. *Please navigate to the following webpage* https://portal.healthmyself.net/coophealth/login#/
2. **Click on "Don't have an account?"**

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3. **Enter your information to match with our information. This is required to confirm your identity and others from breaching your privacy.**

Book Appointment

Please identify yourself using the form below. Already have a Health Myself Account? Login here

First Name

Last Name

Personal Health Number (PHN)

Date of Birth

Year | Month ⌄ | Day

Email

example@email.com

☐ I have read, understand and agree to the term and conditions as well as the privacy policy provided by Pomelo

Submit Already registered? Login here.

Technical Support

4. **If the information matches, you will be directed to the page referenced on Page 1 and you will be able to begin booking your appointment. Please refer to the instructions to book located above.**

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5. **Registering- Once you have completed the booking process there will be an option to Finish Registration. Click this icon.**
6. **Create a password.**

Your password must be 8 characters long and include at least 3 of 4 of the following:

- Uppercase letter
- Lowercase letter
- Number
- Symbol
- A total of at least 8 characters

After typing in matching passwords in the New password and Confirmed fields, you will be able to click the "Submit" button.

Click Submit!

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7 | P a g e

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7. Create a PIN

Your PIN is used for support and account recovery. If you ever forget your password, you will be asked for your PIN in order to reset your password.

After entering your PIN, click the "Submit" button.

8. Your Registration should be complete. You may now view upcoming appointments you have booked online, book new appointments, and customize your notification settings (Text and Voice messaging become available by Registering).

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