

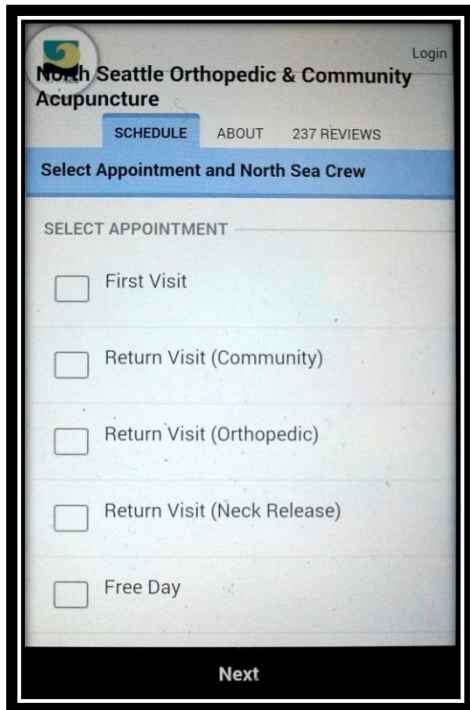
## North Seattle Orthopedic & Community Acupuncture Appointing by Phone Tutorial

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About 80% of our patients make their own appointments. We intentionally chose an easy-to-use appointing system so you can make your own visits whenever you want. Did you know you can do this just as easily on your smart phone as your computer? Here's how. You don't need to do anything special. It just works!

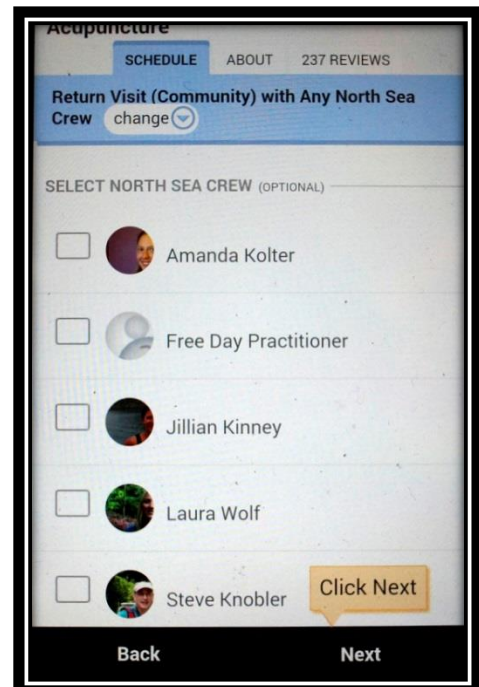
Open a web browser on your smartphone and enter the address:

**[nsca.appointy.com](http://nsca.appointy.com)**

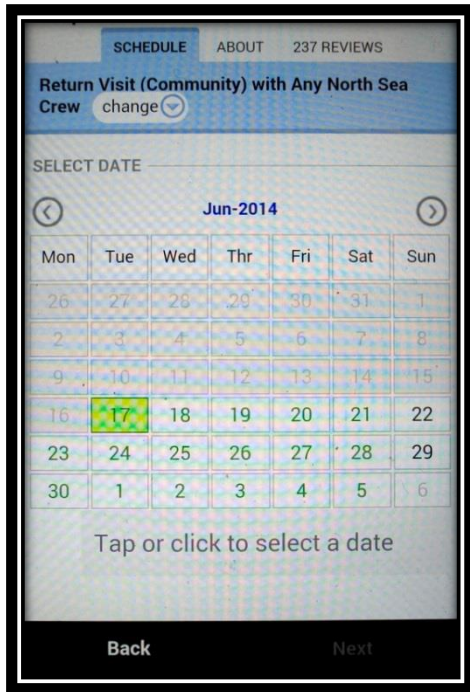


The first screen you'll see asks you to choose an appointment type. Click a box to make your choice. Then, click **Next** at the bottom of the screen to move forward in the process.

If you're not picky, just click **Next** at the bottom of the screen. If you are, click on the practitioner you desire. We work as a tight team and share the same chart notes. So, you're pretty safe in getting a consistent treatment regardless of who you pick.

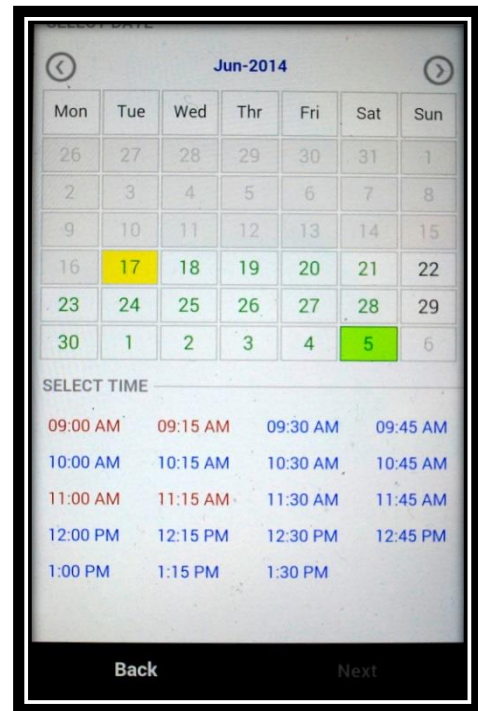


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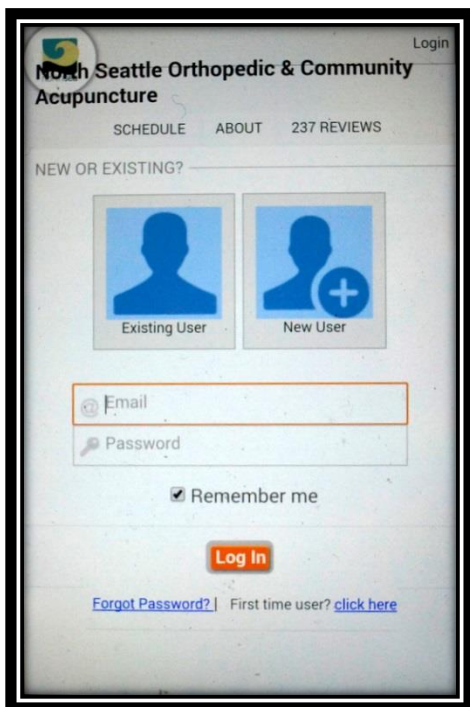


Pick the date for your visit. Dates that we're open are displayed in green. You can move forward and backward, month by month, using the right/left arrows at the top of the calendar.

Pick a time that suits your needs. Times in blue are still available. Today's date is highlighted in yellow on the calendar. The date you picked is highlighted in green.

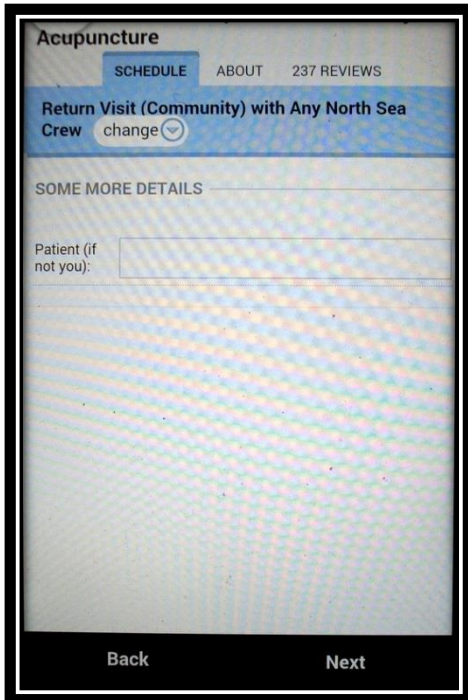


Time to tell us who you are! Your appointment will be saved for 5 minutes while you login or create a new account.



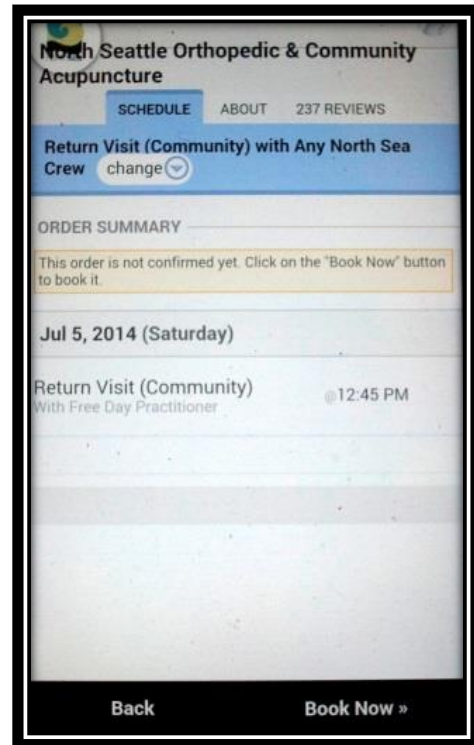
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After signing in, tell us if the patient is someone other than you. If you're an existing patient, and this person is new to us, please make sure to schedule a "First Visit" for him/her.

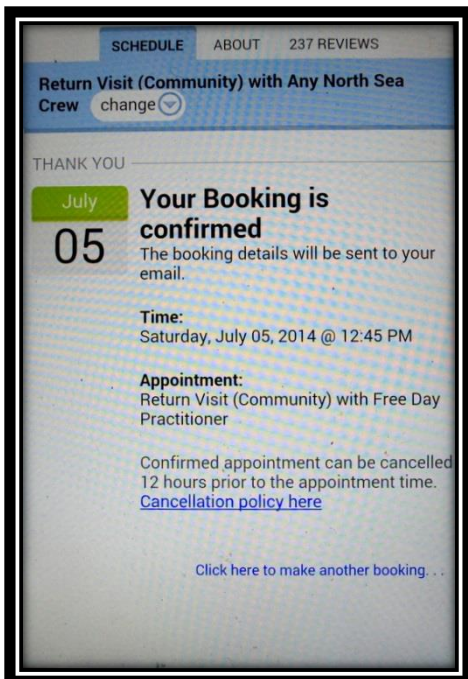
Time to commit! Click **Book Now** at the bottom right of the screen. Otherwise, your appointment won't be saved.



Congratulations! You've made an appointment.

In addition, you'll receive a confirmation email immediately and an appointment reminder two days before your visit.

Notice the little text at the bottom of the screen? You can book more visits by clicking on it.



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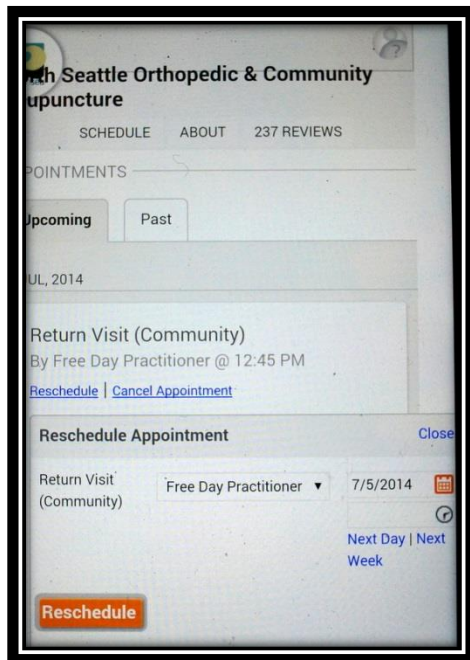
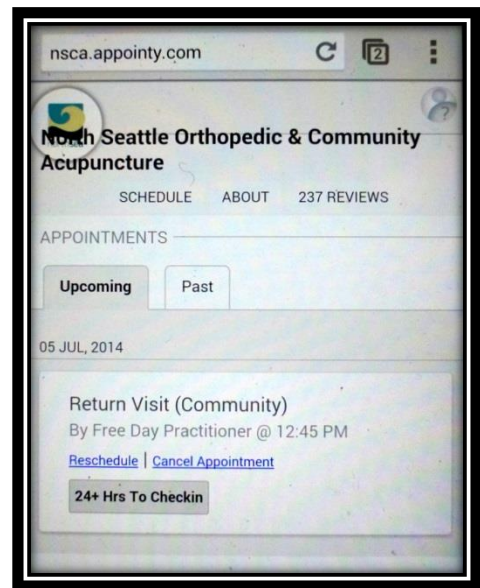


Once you're logged in, every screen shows a little person (and question mark) in the upper right corner. Clicking on it will give you three options –

- My Appointment
- My Account
- Logout

Let's look at your appointments...

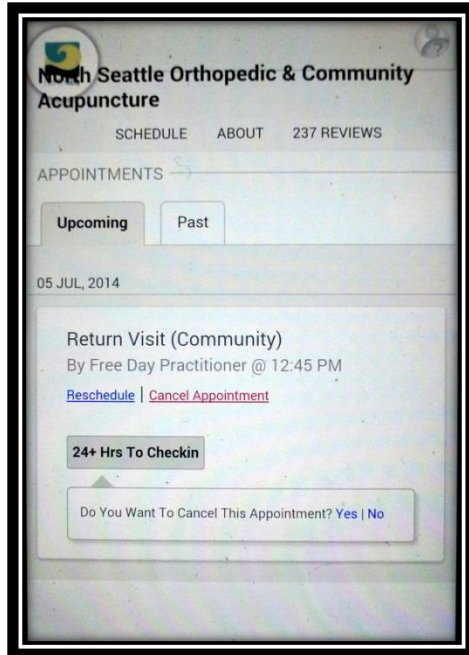
Initially, your upcoming appointments are displayed. There's a tab that contains your past ones as well. For each appointment, you can click links to **Reschedule** or **Cancel** it.



Choosing to reschedule gives you the option to change the practitioner, the date, and/or the time. If you click **Next Day** or **Next Week**, the system will try to move your appointment either twenty-four hours or seven days ahead while keeping everything else unchanged. If there's a time conflict in doing this, it'll let you know.

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If you click to cancel your appointment, you'll get a message asking you to confirm it.

That's everything regarding appointments. If you want to change your name, address, phone or password on your account, click that little icon at the upper right and choose **My Account**.

Otherwise...time to **logout**. See you soon!

