



**3**

# **How to Request Appoint- ments**

# How to Request Appointments

with  simplepractice

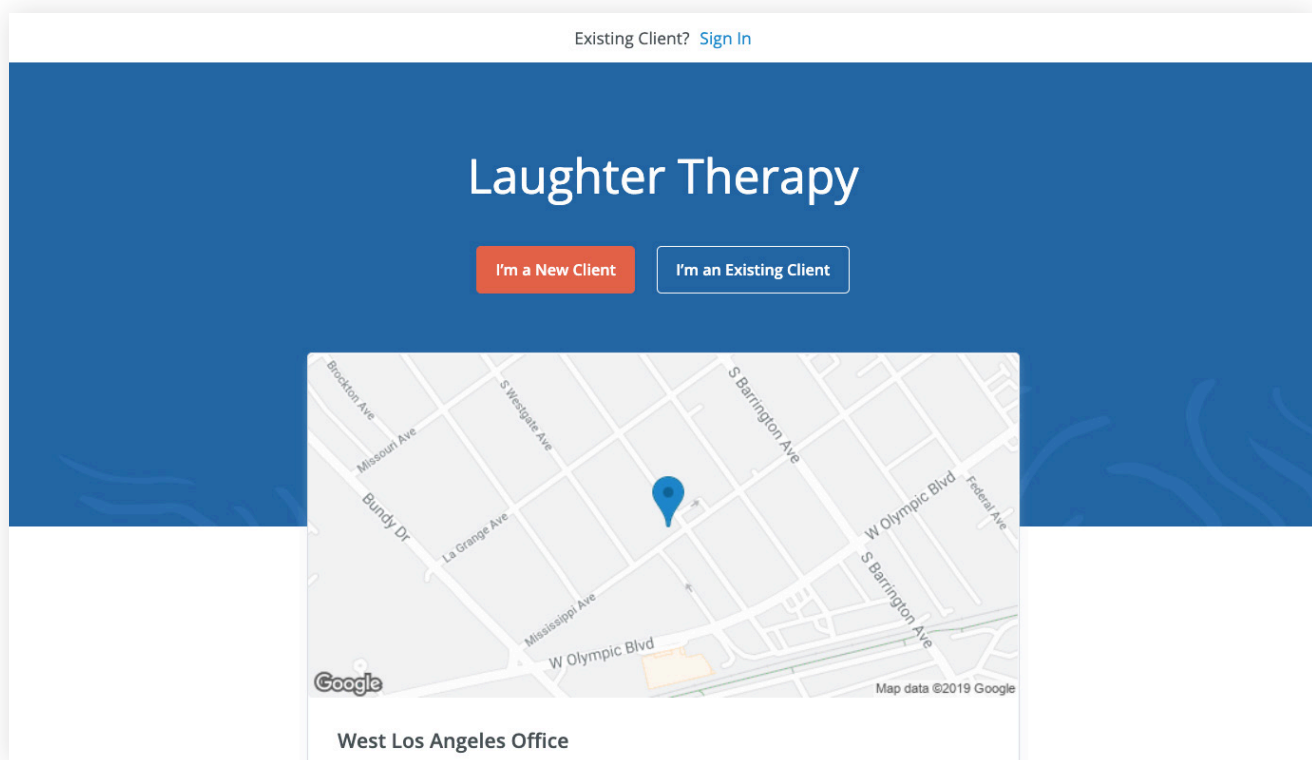
Online Booking lets you request, cancel, or reschedule appointments with your clinician.

**SECTIONS:**

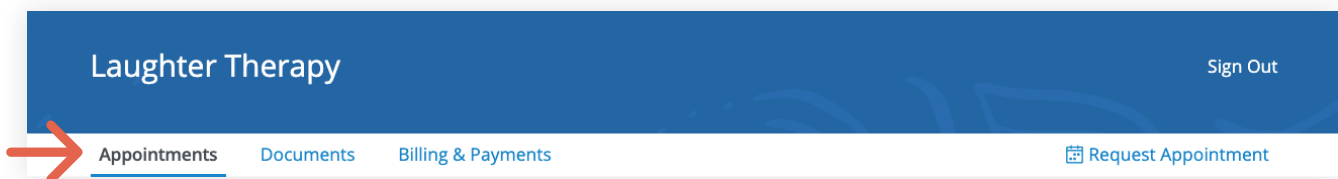
- 1. Request an appointments
- 2. Cancelling requests

## REQUEST AN APPOINTMENT

1. Go to your clinician's Client Portal and click **I'm an Existing Client** to log in. The **I'm a New Client** button is only for clients who have never logged into the Client Portal.



2. Navigate to the **Appointments tab** (This may already be selected by default).



3. Select your **clinician** (if there are multiple).

Laughter Therapy

Existing client? [Sign In](#)

### Request an appointment

- 1 Choose Clinician**
- 2 Select Service
- 3 Select Location
- 4 Select Date & Time
- 5 Your Information

Will Morales	Select
Jaime Thomas	Select
Jeremy Abbey	Select

4. Select your **service**.

Laughter Therapy

Existing client? [Sign In](#)

### Request an appointment

- ✓ Clinician  
Will Morales
- 2 Select Service**
- 3 Select Location
- 4 Select Date & Time
- 5 Your Information

90 Minute Session 1 hour, 30 minutes	Select
Psychotherapy, 45 min 45 minutes	Select

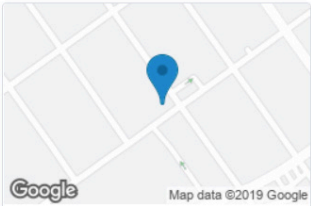
5. Choose your **office location** (there may only be one to select from, as shown below)

## Laughter Therapy

Existing client? [Sign In](#)

### Request an appointment

- ✓ Clinician  
Will Morales
- ✓ Service  
90 Minute Session  
1 hour, 30 minutes
- 3 Select Location**
- 4 Select Date & Time
- 5 Your Information



**West Los Angeles Office**  
11801 Mississippi Ave  
90025, CA 90025  
(123) 123-1212

Select

6. Click the **date and time** that you'd like.

## Laughter Therapy

Existing client? [Sign In](#)

### Request an appointment

- ✓ Clinician  
Will Morales
- ✓ Service  
90 Minute Session  
1 hour, 30 minutes
- ✓ Location  
West Los Angeles Office  
11801 Mississippi Ave  
90025, CA 90025  
(123) 123-1212
- ✓ Date & time  
Mon, Sep 30, 2019  
10:30 AM - 12:00 PM  
PDT
- 5 Your Information

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	★ Today	28
29	30	1	2	3	4	5

Availability on Mon, Sep 30, 2019  
Viewing in PDT [Change](#)

Morning	Afternoon	Evening
10:00 AM	12:00 PM	--
10:15 AM	12:15 PM	--
10:30 AM	12:30 PM	--
10:45 AM	12:45 PM	--
11:00 AM	1:00 PM	--
11:15 AM	1:15 PM	--
More Times	More Times	

Show availability for:

- Mornings Before 12pm
- Afternoons 12pm - 4pm

7. Your appointment request has been **sent** to your clinician. Your clinician will need to accept your request to make it official.

You can click to view a map of the office location, or add the session to your calendar.

## Thank you, Alice!


We will send you a confirmation after your appointment has been confirmed.

**When**  
Mon, Sep 30, 2019  
11:15 AM - 12:45 PM  
PDT

**With**  
Will Morales

**What**  
90 Minute Session

**Where**  
West Los Angeles Office  
[11801 Mississippi Ave](#)  
[90025, CA 90025](#)  
(123) 123-1212



**Add to Calendar**

[Google](#) [Apple](#) [Outlook](#)

[Cancel Appointment](#)

8. If your request is accepted, you'll receive an **email** confirming the session.


9. If they cannot see you at that time, you'll receive a link to reschedule. Click it to go back to your Client Portal and request a new session.


## Appointments

New appointment? [Request Now](#)

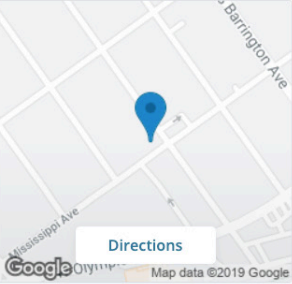
UpcomingRequested

Sep 30, 2019  
11:15 AM—12:45 PM UTC

 Will Morales

 11801 Mississippi Ave  
90025, CA 90025

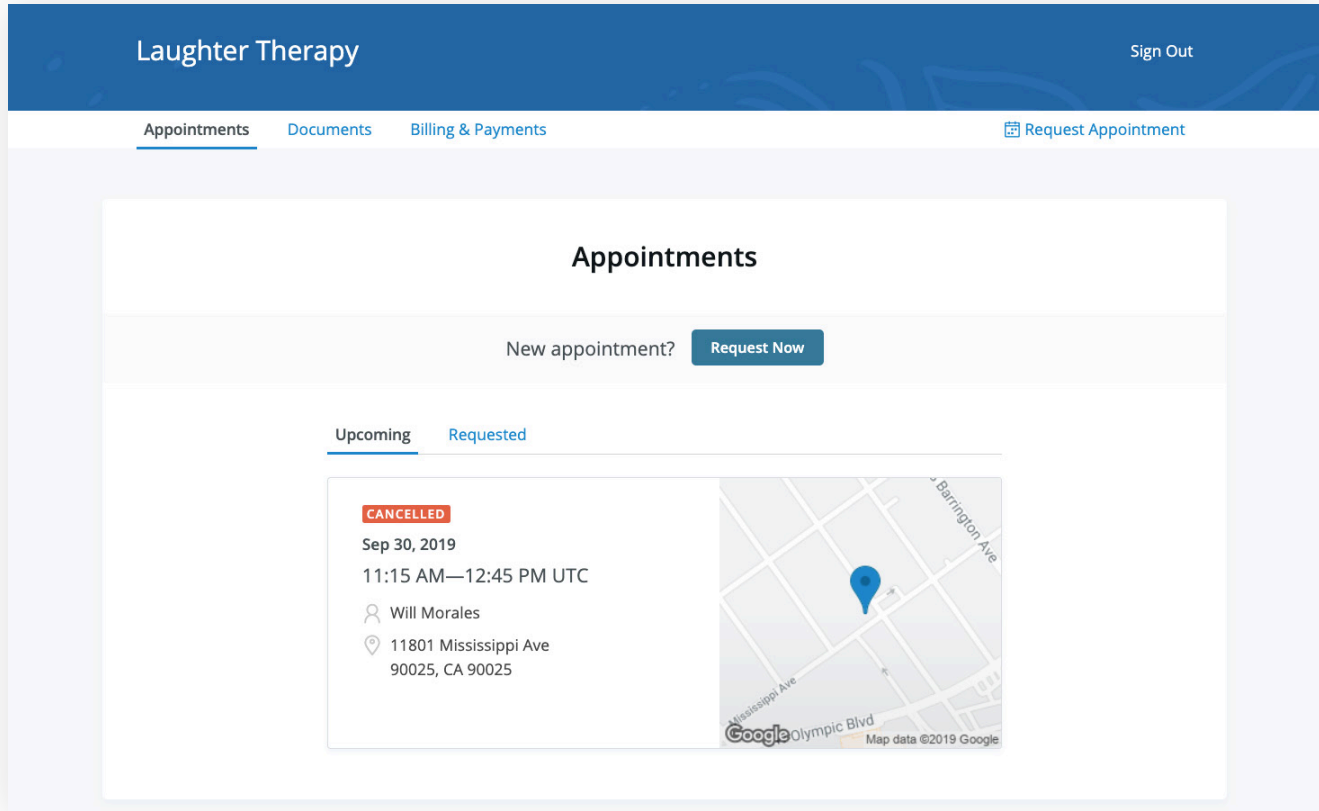
[Add to Calendar](#) [Cancel](#)



[Directions](#)

## VIEWING AND CANCELLING REQUESTS

You'll see a list of your upcoming requests and confirmed or denied appointments on the Appointments page of your client portal. Click **Cancel Session** to cancel your appointment request.



The screenshot displays the 'Appointments' page in a client portal. At the top, there's a navigation bar with 'Laughter Therapy' and 'Sign Out'. Below that, a secondary navigation bar includes 'Appointments', 'Documents', 'Billing & Payments', and 'Request Appointment'. The main content area is titled 'Appointments' and features a 'New appointment?' section with a 'Request Now' button. Underneath, there are two tabs: 'Upcoming' (selected) and 'Requested'. A single appointment card is shown under the 'Upcoming' tab, marked as 'CANCELLED' in a red box. The appointment details are: 'Sep 30, 2019', '11:15 AM—12:45 PM UTC', 'Will Morales', and '11801 Mississippi Ave, 90025, CA 90025'. To the right of the text is a map snippet showing the location on a street grid with a blue location pin.

**NOTE:** You'll only be able to cancel this way according to your clinician's cancellation policy. If you attempt to cancel too close to a session, or if they don't offer online cancellation, you'll receive a message to call their office to cancel.

Once your session is cancelled, you'll see this reflected on your **Appointments tab** in the Client Portal. Use this page to **check the status of your requests, cancel sessions, or schedule new ones.**



**Congratulations!**

You're now ready to start booking appointments in your Client Portal.