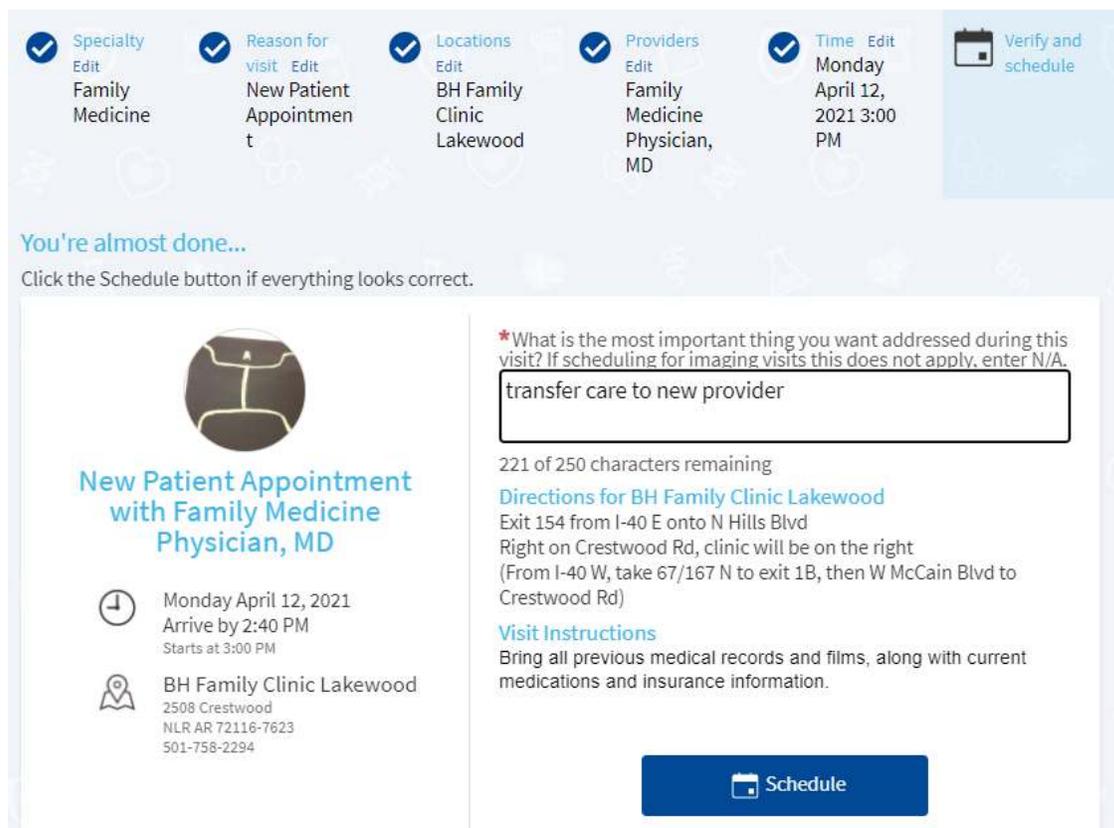


Open Scheduling

MyChart Site

Find a new primary care physician using our new patient scheduling feature in MyChart. Quickly search for available providers to schedule a new patient visit.

1. From Your Menu, select **Schedule an Appointment**
 - a. You can also access from Visits on the top menu, then select Schedule an Appointment.
2. Select **Find a New Provider** option under Schedule with Specific Providers section.
3. Choose a specialty to search for available providers.
4. Choose a specific location, use the zip code option to search near you, or choose any location.
5. Select a time shown for the providers available.
6. Confirm and schedule by entering a detailed reason for visit and selecting **Schedule It!**

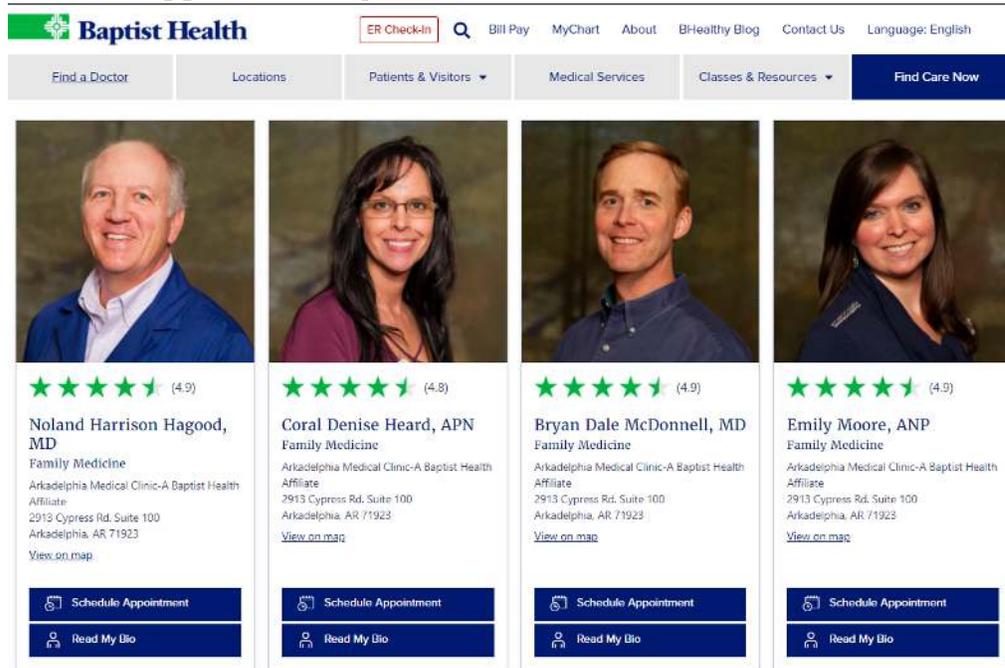


The screenshot shows the MyChart scheduling interface. At the top, there are six filter categories, each with a checkmark and an 'Edit' link: Specialty (Family Medicine), Reason for visit (New Patient Appointment), Locations (BH Family Clinic Lakewood), Providers (Family Medicine Physician, MD), Time (Monday April 12, 2021 3:00 PM), and a 'Verify and schedule' button. Below this, a message says 'You're almost done...' and 'Click the Schedule button if everything looks correct.' The main content area is divided into two columns. The left column displays a circular icon of a person, the text 'New Patient Appointment with Family Medicine Physician, MD', a clock icon with 'Monday April 12, 2021 Arrive by 2:40 PM Starts at 3:00 PM', and a location pin icon with 'BH Family Clinic Lakewood 2508 Crestwood NLR AR 72116-7623 501-758-2294'. The right column contains a text input field with the text 'transfer care to new provider', a character count '221 of 250 characters remaining', blue links for 'Directions for BH Family Clinic Lakewood' and 'Visit Instructions', and a blue 'Schedule' button at the bottom.

Baptist Health Site

If you are not a MyChart portal user with Baptist Health you can still find a provider and schedule a new patient visit from our Baptist Health website.

1. Select Find a Doctor at the top of the Baptist Health website.
2. Search by name or specialty to see a list of matching providers.
3. If available for scheduling new patient visits in a Baptist Health clinics, you'll see a **Schedule Appointment** option.



The screenshot shows the Baptist Health website's 'Find a Doctor' page. At the top, there is a navigation bar with 'ER Check-In', 'Bill Pay', 'MyChart', 'About', 'BHealthy Blog', 'Contact Us', and 'Language: English'. Below this is a menu with 'Find a Doctor', 'Locations', 'Patients & Visitors', 'Medical Services', 'Classes & Resources', and a 'Find Care Now' button. The main content area displays four provider profiles, each with a photo, a 5-star rating (4.9 or 4.8), the provider's name and specialty, the clinic name and address, and a 'Schedule Appointment' button. The providers listed are Noland Harrison Hagood, MD; Coral Denise Heard, APN; Bryan Dale McDonnell, MD; and Emily Moore, ANP.

4. After selecting **Schedule Appointment**, choose the date & time preferred from the available slots displayed.



The screenshot shows the appointment scheduling interface for Dr. Cody. The title is 'Schedule an Appointment with Dr. Cody'. The interface includes a search bar for 'Person' (Stephanie G Cody, MD) and 'Location' (BH Family Clinic Hillcrest). Below this, there are four days with available time slots: Thursday October 8, 2020 (9:30 AM, 10:30 AM, 1:30 PM, 2:30 PM); Friday October 9, 2020 (10:30 AM, 1:30 PM, 2:30 PM); Tuesday October 13, 2020 (9:30 AM, 10:30 AM, 1:30 PM, 2:30 PM); and Wednesday October 14, 2020 (9:30 AM, 10:30 AM, 1:30 PM, 2:30 PM).

5. Enter a reason & select **Schedule It!**

Is this correct?

Stephanie G Cody, MD

🕒 Friday October 9, 2020
Arrive by 1:10 PM
Starts at 1:30 PM

📍 BH Family Clinic Hillcrest
2601 Kavanaugh Blvd Ste 6
Little Rock AR 72205-3990
501-663-4357

📍 Exit 5 from I-630 E onto N University Ave
Right on Lee Ave, then left on N Van Buren St
Right on Kavanaugh Blvd, clinic will be on the right

* Reason for Visit (required)
need PCP

Maximum 250 characters.

[BACK](#) [SCHEDULE IT!](#)

6. Select **Continue**, to continue as a guest for scheduling.

Have a MyChart account?

Use your MyChart credentials to schedule this appointment for yourself or someone you have access to.

[LOG IN](#)

Continue as a Guest

Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.

[BACK](#) [CONTINUE](#)

7. Entered required information to create your record with Baptist Health & select Next to follow prompts and finish information needed.

Patient Information * Indicates a required field.

| | |
|--------------------------|----------------|
| * First Name | * Address |
| Middle Name | |
| * Last Name | * City |
| * Legal Sex | * State |
| Female Male | ZIP Code |
| Unknown | Home Phone |
| * Date of Birth | Work Phone |
| * Social Security number | * Mobile Phone |
| | * Email |

[BACK](#) [NEXT](#)

8. Complete verification that you are not a robot using reCAPTCHA and complete schedule of visit.