

How to Schedule an Appointment



Overview: This job aid guides Emory University employees through the step-by-step directions for scheduling an appointment using the HOME portal.

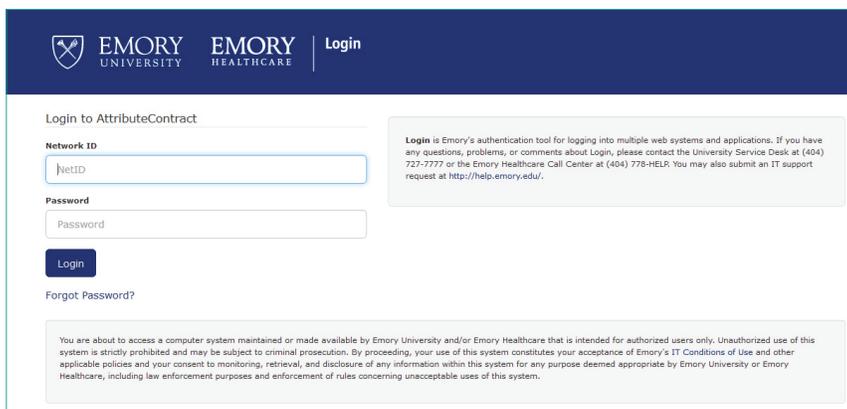
1

You can use HOME to make appointments with Emory Healthcare’s Employee Health Services (if you are required to have certain health tests) or with Emory’s Express Care Clinic (the free clinic for Emory employees). To access HOME, log in to Self-Service (<http://leo.cc.emory.edu>) with your Emory Network ID and password. Then, click on the **Workplace Health** tile.



2

You will be prompted to log in again with your Net ID and password.



EMORY UNIVERSITY | EMORY HEALTHCARE | Login

Login to AttributeContract

Network ID

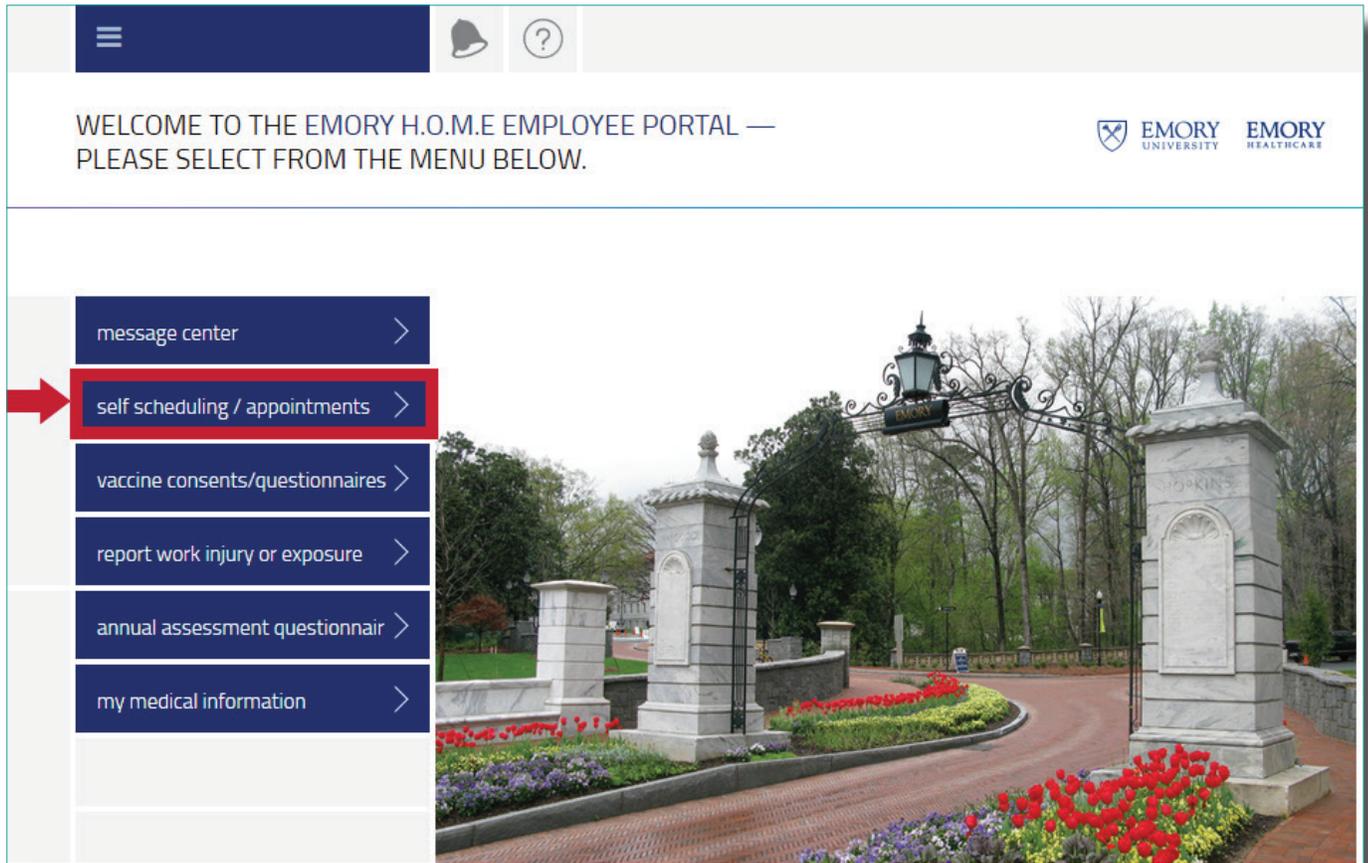
Password

Login

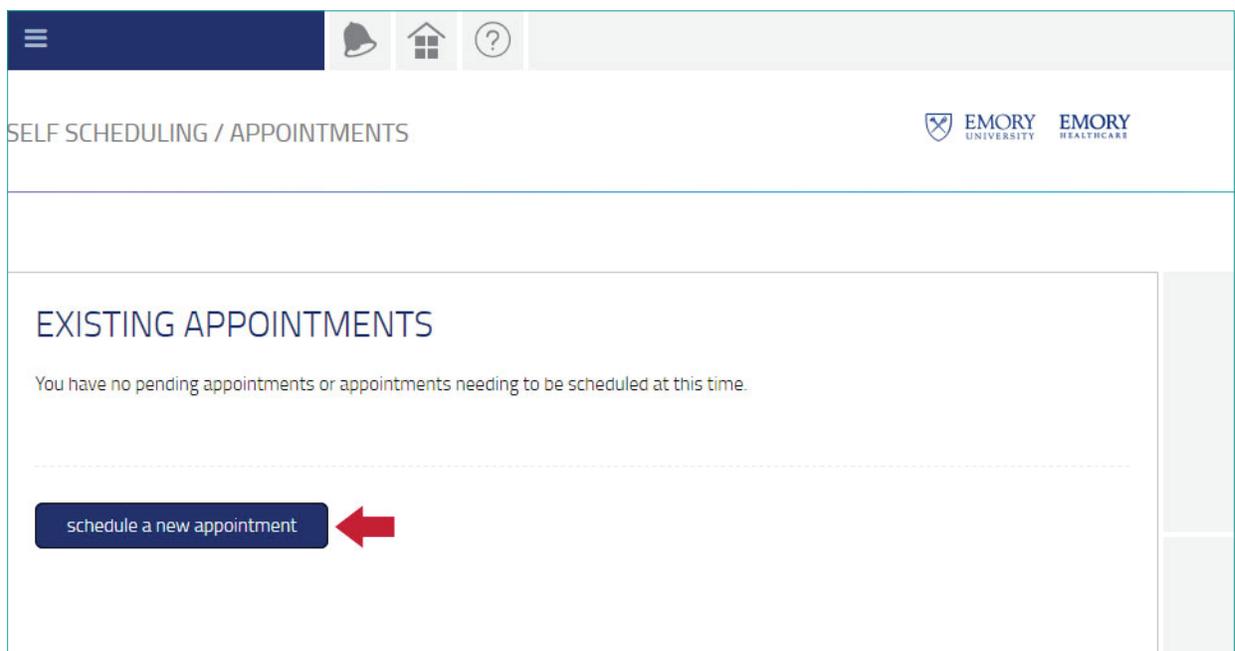
Forgot Password?

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's IT Conditions of Use and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

- 3 If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **self scheduling/appointments**.



- 4 Click **schedule new appointment**. If you have an existing appointment you may also cancel it on this page.



5

Choose the **reason for your visit** and the **location**; then select an **appointment date and time**. When finished, click **Submit**.

MY APPOINTMENTS: SCHEDULE AN APPOINTMENT

EMORY UNIVERSITY EMORY HEALTHCARE

1 Choose the reason for your visit OIM Express Care Clinic

2 Choose the location you wish to visit Emory University Hospital-Occupational Injury Manage...

3 Provider(s) First Available Provider

4 Appointment Date and Time Mon 01-14-2019 10:00am (ET)

5 Comments

CANCEL SUBMIT

6

After you click submit, you will be taken to the **confirmation page**. An email notification will also be sent to your work email address.

EXISTING APPOINTMENTS

When: Monday, 11-12-18 @ 7:40 AM
Location: Emory Johns Creek Hospital-Employee Health
6325 Hospital Pkwy
Johns Creek, GA 30097
Phone: (678) 474-5348
Reason(s): Annual Health Assessment
Provider(s): Nurse1

CANCEL

schedule a new appointment

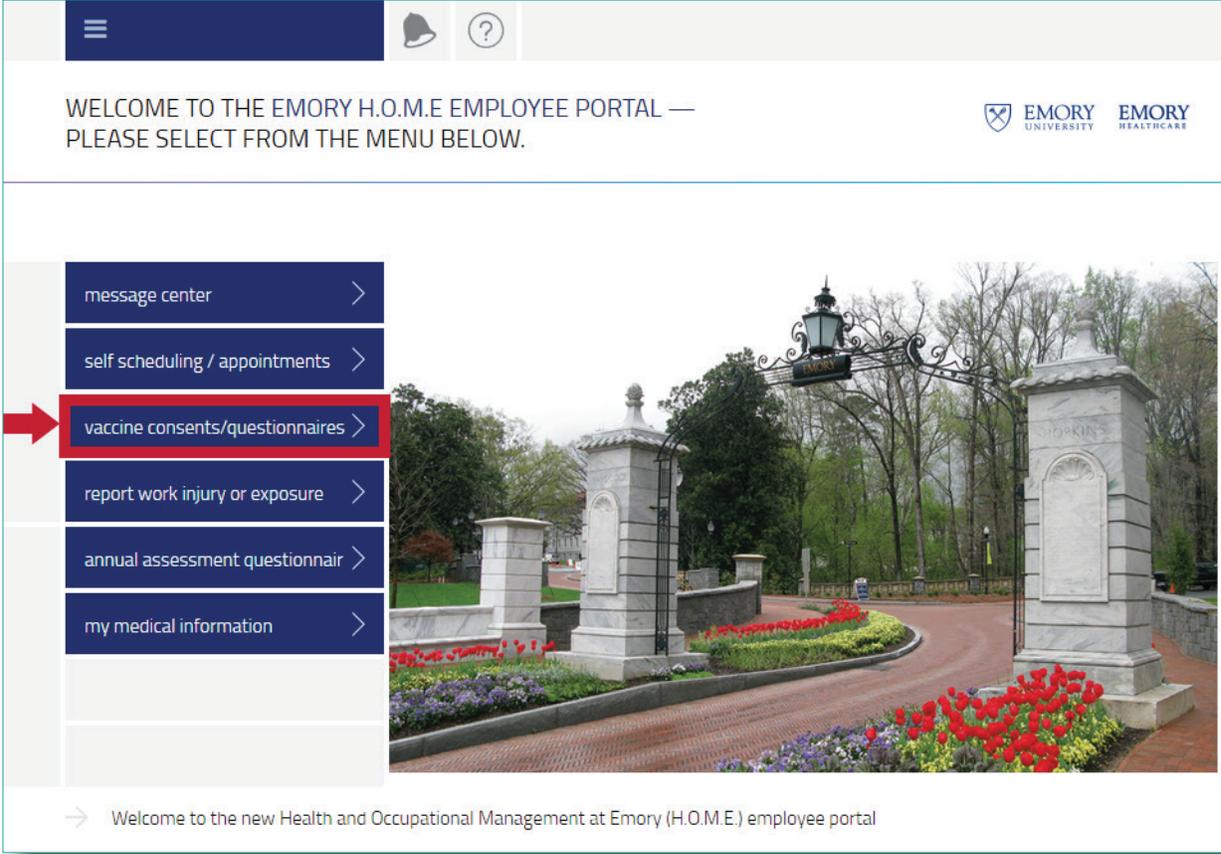
Your appointment will also be stored in the HOME portal.

To access your appointment, go to the homepage 

Then click **self-scheduling/appointments**) to view, schedule or cancel your appointments.

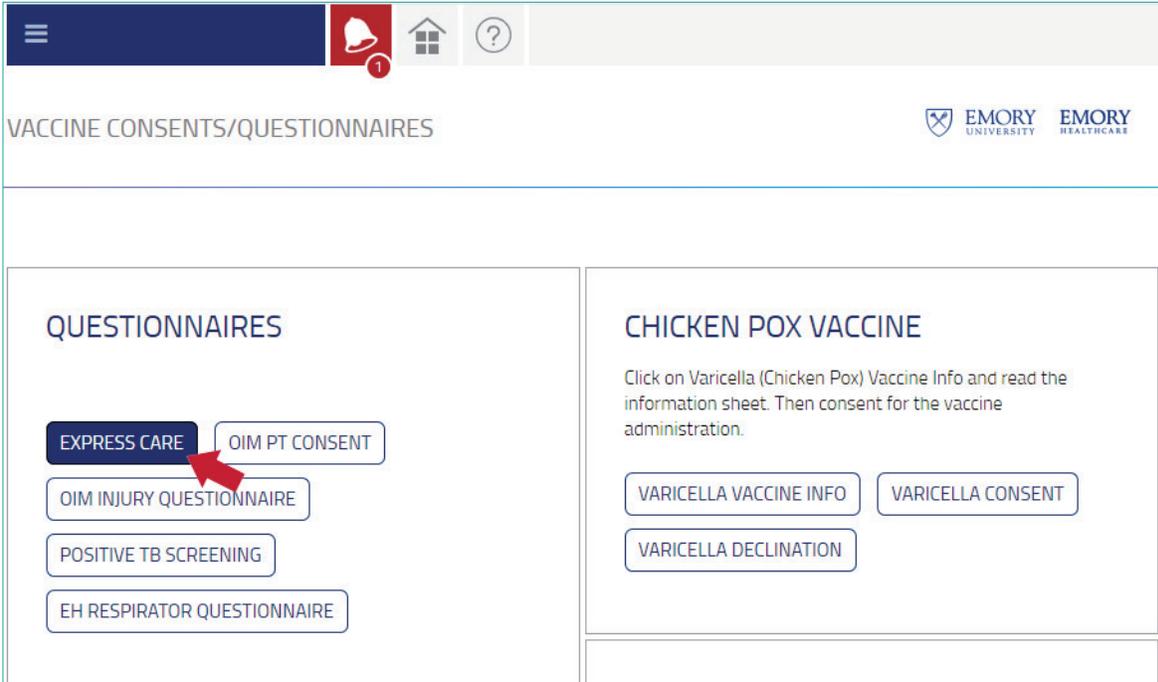
7

If you are making an appointment at the Express Care Clinic, you will also need to complete a questionnaire. Return **home**  and click on **vaccine consents/questionnaires**.



8

Under the tile Questionnaires, Click on **Express Care**.



9

Answer all of the questions, then click **submit**.

SUBMIT

Please remember to use the portal to self-schedule your OIM Express Care visit. Times available are first come first serve.

Name
MR Number
Address

Telephone number
Cell phone number
Birth date
Position Title

IN ORDER TO BETTER ASSIST YOU IN YOUR TREATMENT, PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY

Please explain current chief complaint or problem. *

Please state what symptoms you are experiencing, i.e., headache, vision changes, pain, dizziness, numbness or tingling, loss of feeling in body part, etc. *

Rate the quality of your pain on a scale of 0-10 with (0) indicating no pain and (10) describing the worst pain you have

10

When finished, **sign out** of the portal.