Making Appointments with a Scheduling Ticket

If your doctor orders a visit/test for you (like a mammogram), they can provide you with a scheduling ticket in MyChart to make it easier to schedule the right appointment. Follow the instructions below to access the scheduling ticket and schedule your appointment.

1. Log into your Montefiore MyChart account. Schedule appointments by clicking on the “Visits” activity at the top of the screen OR in the Menu under “My Record” as highlighted.

2. Click on “Schedule an Appointment”
3. Any scheduling tickets you have will appear at the top of the screen under “Appointments you need to schedule”. Click on “Schedule Now”

![Appointments you need to schedule](image)

4. You will be asked a few questions to make sure that the visit is appropriate for you. Answer the questions and click “Continue”

![Schedule an Appointment](image)

5. If the visit is appropriate, your screen will look like this. Select which locations are convenient for you and click “Continue”

![Which locations work for you?](image)
6. Select the appointment time you wish to book. Please note the location as well as any additional instructions at the top of the screen.

   Please remember on the day of the exam: No lotions, deodorant, or talcum powder around the breast, chest, and under arm areas.

   Please expect to be at your procedure for approximately 1 hour.

   Friday October 2, 2020
   
   MEDICAL PARK AT 1500 RADIOLOGY
   1500 Blondell Avenue Bronx NY 10461-2643
   
   12:00 PM  12:20 PM  12:40 PM  1:00 PM  1:20 PM
   1:40 PM  2:00 PM  2:20 PM  2:40 PM  3:00 PM
   3:20 PM  3:40 PM  4:00 PM

7. Confirm the details of your appointment. Click “Schedule” to schedule and confirm your appointment.