Scheduling Appointments via MyChart

**Website**

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. On this screen, you can select a provider you have seen in the past three years OR select a reason for scheduling an appointment.

4. After selecting a reason for scheduling an appointment, your screen will look like this. Select which locations are convenient for you. Then click “Continue”.

5. Select the provider you wish to schedule with and click “Continue”.
6. If your provider allows direct scheduling, your screen will look like this. Select the appointment time you wish to book.

![Appointment Scheduling Screen](image)

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

![Confirmation Screen](image)
If your provider allows appointment requests, your screen will look like this. Please select the preferred date range and time for your appointment. Type a quick reason for visit and click “Send Request” as highlighted. A scheduler will reach out to you with an appointment confirmation.

<table>
<thead>
<tr>
<th>New Problem Visit with Arthur J Hopkins, MD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time to be determined</td>
</tr>
<tr>
<td>A scheduler will reach out to you about a specific time</td>
</tr>
<tr>
<td>Montefiore Medical Group, Cross County</td>
</tr>
<tr>
<td>1010 Central Park Avenue</td>
</tr>
<tr>
<td>Yonkers NY 10704-1064</td>
</tr>
<tr>
<td>914-964-4000</td>
</tr>
</tbody>
</table>

**Preferred dates:**

- MM/DD/YYYY
- to
- MM/DD/YYYY

**Preferred times:**

- All available times
- Filter times

The following people will be able to view this message online:

- [ ] Myself (Fernando L Test V)
- [ ] Test Proximites

What is the most important thing you want addressed during this visit?

[ ] Send request
Scheduling Appointments via MyChart

Mobile App

1. Log into your Montefiore MyChart Account and click on the “Appointments” activity

2. Click on “Schedule an appointment” at the bottom of the screen
3. On this screen you can choose between “Scheduling with a provider you’ve seen before” OR “Tell us why you’re coming in”

4. After selecting a reason for scheduling an appointment, your screen will look like this. Select which locations are convenient for you. Then click “Continue”

5. Select the provider you wish to schedule with and click “Continue”
6. If your provider allows direct scheduling, your screen will look like this. Select the appointment time you wish to book.

![Image of appointment scheduling screen]

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

![Image of appointment confirmation screen]
If your provider allows appointment requests, your screen will look like this. Please select the preferred date range and time for your appointment. Type a quick reason for visit and click “Send Request” as highlighted. A scheduler will reach out to you with an appointment confirmation.