

## HOW TO BOOK YOUR APPOINTMENT USING YOUR ONLINE PATIENT PORTAL

**STEP 1:** Visit the patient portal page of your Hamilton County Employee Health Clinic website:

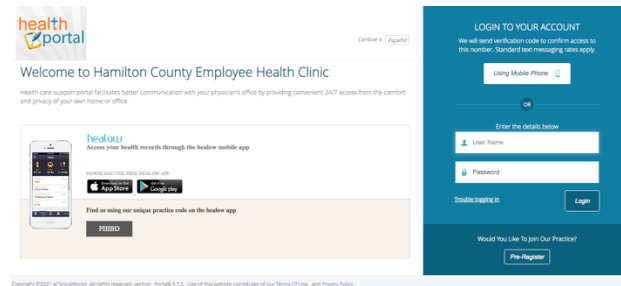
<https://www.hamiltoncountyemployeeclinic.com/patient-portal.html>

**STEP 2:** Click the **"Patient Portal"** button.

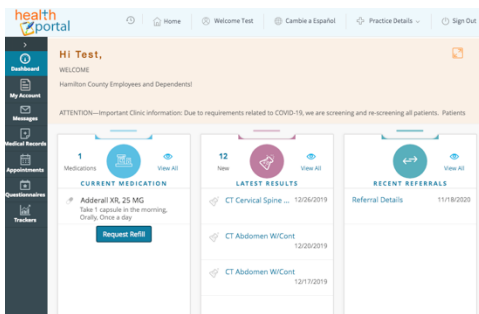


**STEP 3:** You will then be directed to your **Patient Portal Login Page**. Sign in with your username and password.

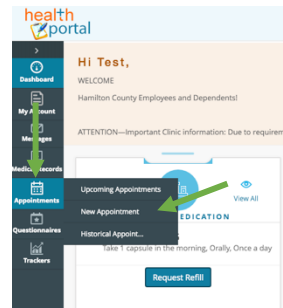
**Note:** If you do not have a username or password, please call 423-209-6070.



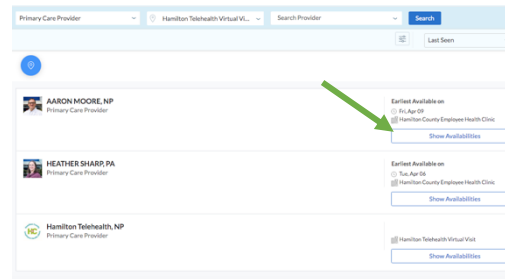
**STEP 4:** Once you have signed into your patient portal, you will see the screen below.



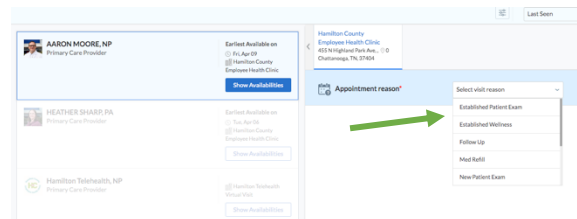
**STEP 5:** On the left-hand side of the screen, select **"Appointments"** then **"New Appointment"**



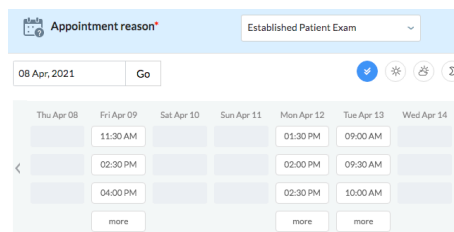
**STEP 6:** Choose your provider then select **"Show Availabilities"**.



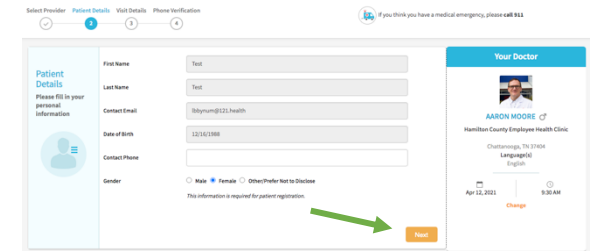
**STEP 7:** Select your visit reason.



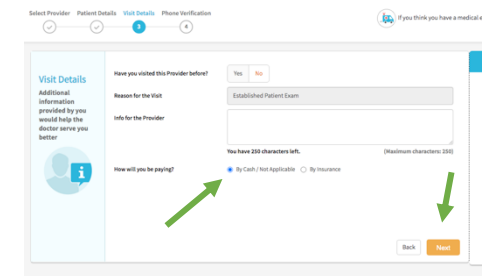
**STEP 8:** Choose your date and time.



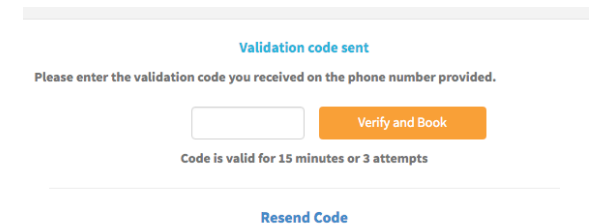
**STEP 9:** Complete your patient details then select **"Next"**.



**STEP 10:** Next, on the visit details page, select **"By Cash/Not Applicable"** then select **"Next"**.



**STEP 11:** On the next screen, you will need to verify your phone number. Select **"Voice"** or **"Text"** to receive a verification code. Enter the code then click **"Verify and Book"**.



**CONGRATULATIONS! YOU HAVE BOOKED YOUR APPOINTMENT!**