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How to Request Appoint-ments

How to Request Appointments

with **simple**practice

Online Booking lets you request, cancel, or reschedule appointments with your clinician.

SECTIONS:

1. Request a session
2. Cancelling requests

REQUEST A SESSION

The following steps will show you how to request appointments.

1. Go to your clinician's **Client Portal** and click **Existing Client** to log in. (The New Client button is only for clients who have never logged into the Client Portal before).

Existing Client? Sign In

Laughter Therapy

I'm a New Client   I'm an Existing Client

West Los Angeles Office
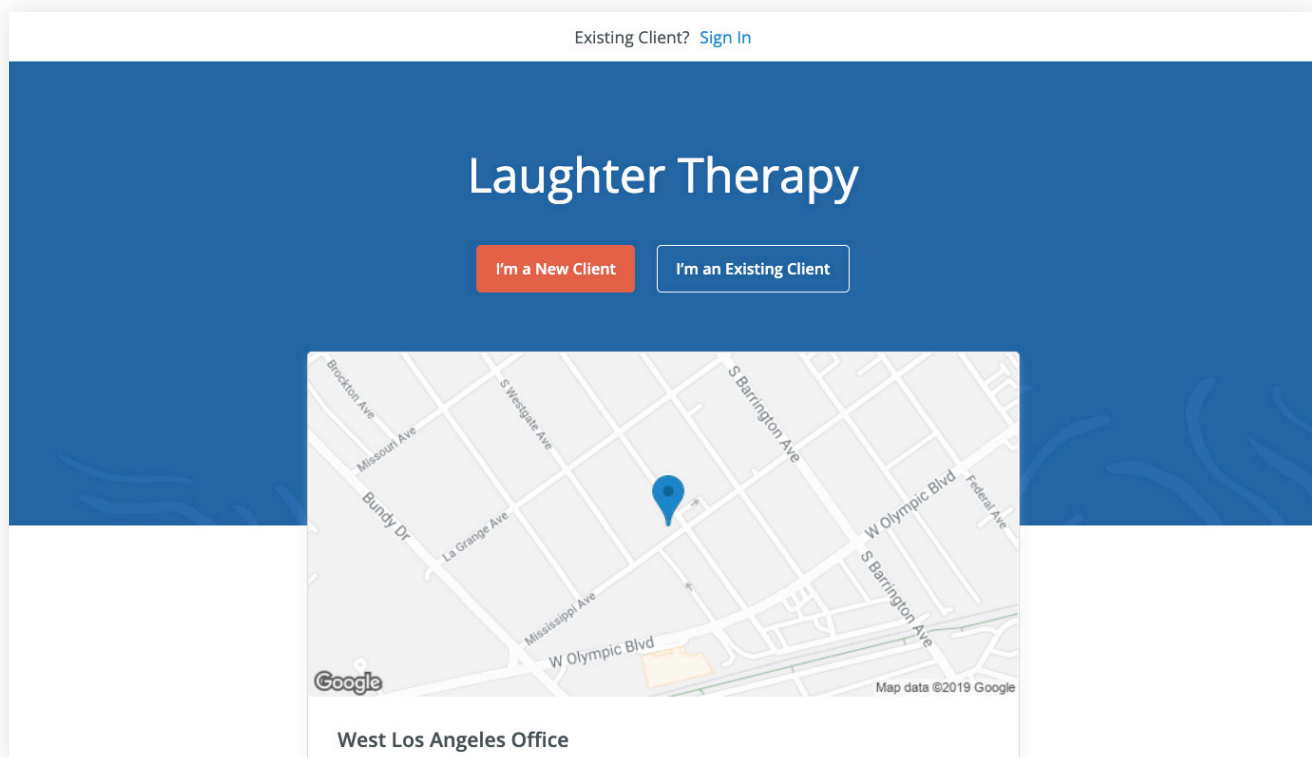
2. Navigate to the **Appointments tab** (This may already be selected by default).

Laughter Therapy   Sign Out

Appointments   Documents   Billing & Payments   📅 Request Appointment

3. Select your **clinician** (if there are multiples).

Laughter Therapy

Existing client? Sign In

Request an appointment

1 Choose Clinician
2 Select Service
3 Select Location
4 Select Date & Time
5 Your Information

Will Morales   Select

Jaime Thomas   Select

Jeremy Abbey   Select

4. Select your **service**. What type of appointments do you see your clinician for?

Laughter Therapy

Existing client? Sign In

Request an appointment

✓ Clinician
  Will Morales
2 Select Service
3 Select Location
4 Select Date & Time
5 Your Information

90 Minute Session
1 hour, 30 minutes   Select

Psychotherapy, 45 min
45 minutes   Select
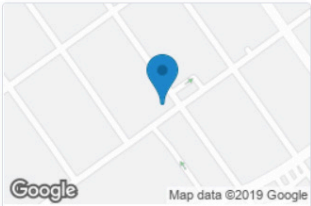
5. Choose your **office location** (there may only be one to select from, as shown below)

6. Click on the **date and time** that you'd like.

7. Your appointment request has been **sent** to your clinician (Your clinician will need to accept your request).

You can click to view a map of the office location, or add the session to your calendar.

Thank you, Alice!

We will send you a confirmation after your appointment has been confirmed.

When
Mon, Sep 30, 2019
11:15 AM - 12:45 PM
PDT

With
Will Morales

What
90 Minute Session

Where
West Los Angeles Office
11801 Mississippi Ave
90025, CA 90025
(123) 123-1212

Add to Calendar

Google   Apple   Outlook

Cancel Appointment

8. If your request is accepted, you'll receive an **email** confirming the session.

9. If they cannot see you at that time, you'll receive a link to reschedule. Click it to go back to your Client Portal and request a new session.
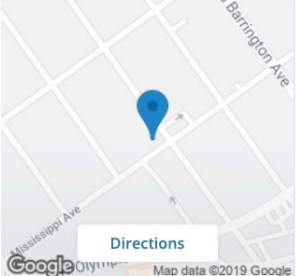

Appointments

New appointment?   Request Now

Upcoming   Requested

Sep 30, 2019
11:15 AM—12:45 PM UTC
Will Morales
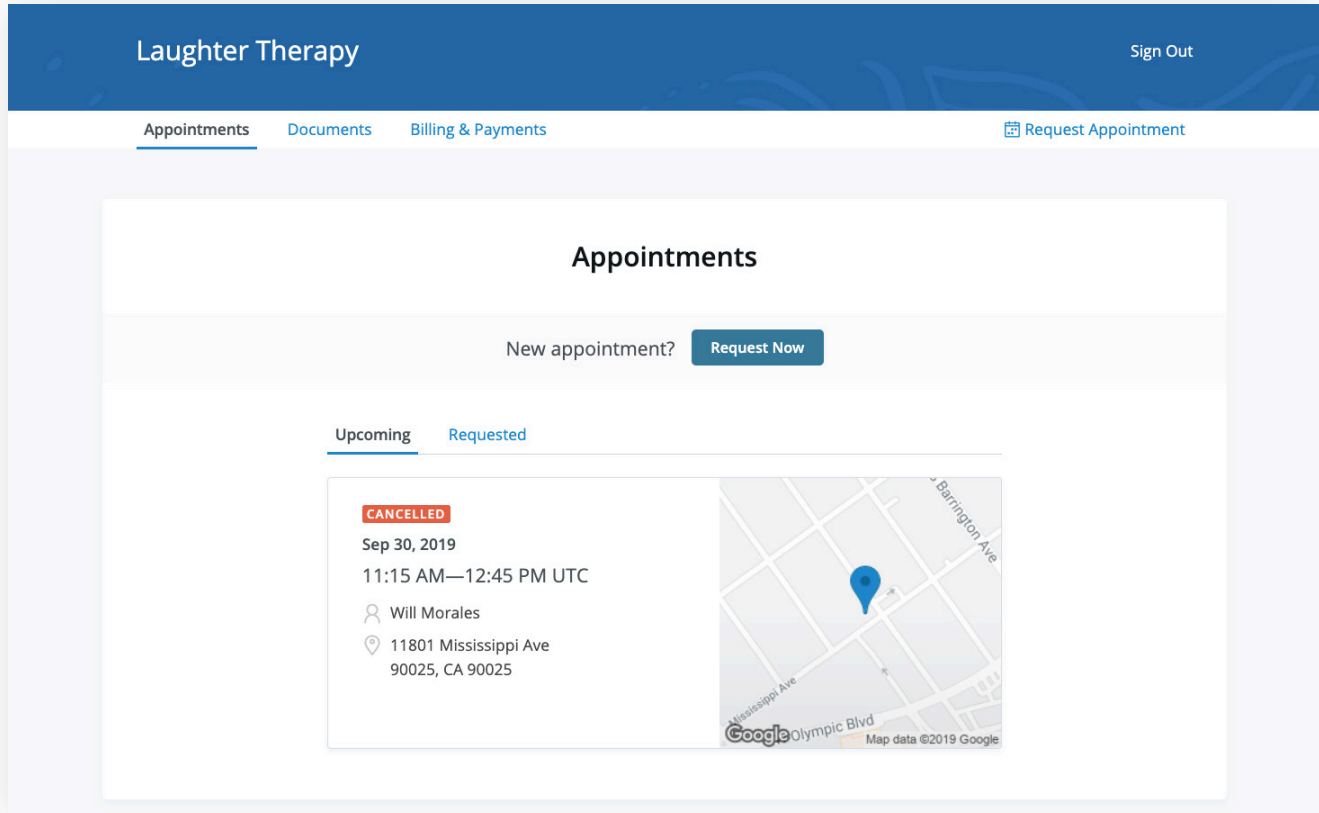11801 Mississippi Ave
90025, CA 90025

Add to Calendar   Cancel   Directions

VIEWING AND CANCELLING REQUESTS

You'll see a list of your upcoming requests and confirmed or denied appointments on the appointments page of your client portal. Click **Cancel Session** to cancel your appointment request.

> **NOTE:** You'll only be able to cancel this way according to your clinician's cancellation policy. If you attempt to cancel too close to a session, or if they don't offer online cancellation, you'll receive a message to call their office to cancel.

Once your session is cancelled, you'll see this reflected on your **Appointments tab** in the Client Portal. Use this page to **check the status of your requests**, **cancel sessions**, or **schedule new ones**!

Congratulations!
You're now ready to start booking appointments in your Client Portal.