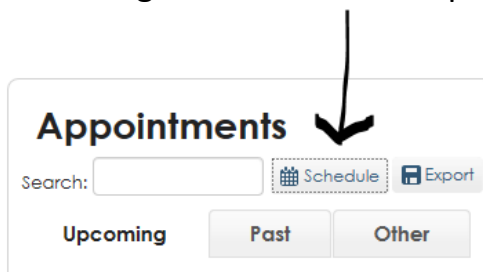


Instructions for PROXY requesting a well appointment:

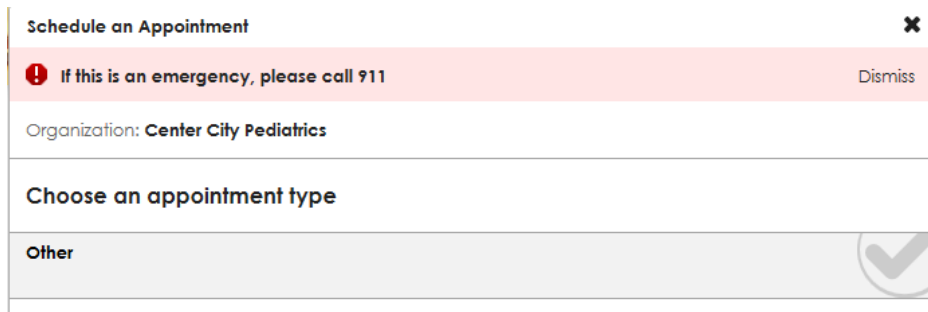
- 1) Login to your FMH account.



- 2) Click on the proxy name (this will be the default) at the top and choose the child for whom you want to schedule a well appointment.
- 3) On the right hand side of the page, under appointments, click on schedule.



- 4) Choose "other", and then "continue".



- 5) Select the provider you would like your child to see, then "continue".
- 6) Choose for day and time preferences. You can select as many as you wish.

Date and time preference

Tell us when you would like to have an appointment.

When do you need an appointment?

First Available ▼

Select days(s) you're available

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Select window of availability

Anytime ▼

Save time preference

7) Provide us the reason for your visit. Please note that this is a required field.

Why are you scheduling this appointment? (Required)

Please tell us more about your symptoms and why you need this appointment.

8) Click “Schedule Your Appointment”.

Schedule Your Appointment

9) You will receive a confirmation that your request has been submitted. Our staff will be in touch within 3 days either to confirm or provide alternatives for your child’s appointment.


Here is a screenshot of what that confirmation request would look like:

Schedule an Appointment ✕

Appointment request has been submitted

What happens next?
Our staff will review your request and book an available time that fits your schedule. Once booked, the appointment will appear in your Upcoming Appointments. If there are no appointments that fit your preferences, we will reach out to find a time that works.

Your appointment request details

 **Elizabeth J Robinson, MD**
Pediatrician, Center City Pediatrics

Date and time preference

- **First Available - Tue: Anytime**

Appointment Type	Organization
Other	Center City Pediatrics

Close