




## E-Medischedule Instructions for Single or Family Appointments

1. **Print** these instructions before you click on the link in step 2.
2. **Click here** or go to [www.delawarehealth.emedischedule.com](http://www.delawarehealth.emedischedule.com) to schedule an appointment.
3. In the RED box (*middle of the page*) **enter** your e-mail or phone number and **hit** "Request Appointment."
4. A calendar with a menu on the left will come up.
5. **Move mouse** to the bottom of the left menu to Public Services and **select** from the listed clinics/services (Example: Delaware Health Department Clinic)
6. You will see a calendar on the right with  signs next to the available time spots. It will show the number of spots available.
7. **Move** to date and time desired and **click** the button for a form to pop up.
8. Complete the short form as follows:
  - a. **Enter** the number of appointments needed. (total number for you and your family members) in the top right box. *The form will refresh to have one spot for each family member.*
  - b. **Enter** First and Last Name for each person who needs an appointment and
  - c. **Select** the "Patient Visit Reason" for each name.  
*These are required fields.*
  - d. **Fill in** the phone number (*if not already populated*) and birth date for the head of the family (*required*).
  - e. **Select time** for reminder if desired. *You will get a reminder only if you have used your email to register.*
  - f. **Hit send** and you will be brought back to the calendar page to see that your appointments for the selected date and time are set and you will see a red area on your time spot.
  - g. A pop up window will display (*printer friendly*)
    - i. Your password and appointment details including the clinic location. *You can also access this document for printing on the clinic calendar by clicking "show details" in your appointment time spot.*
    - ii. A tab on top (Get Directions) for printing directions/map to the clinic location.
9. You will also receive a confirmation email (*if email address is entered*) after completing the process.
10. The confirmation email will provide you a password in case you need to re-enter your account for cancellation/rescheduling.

You can always visit [http://www.delawarehealth.org/H1N1\\_Clinic%20Maps.htm](http://www.delawarehealth.org/H1N1_Clinic%20Maps.htm) for clinic location details and maps.