




## Scheduling Appointments

Create real-time appointments separate from an order for patients in Trinity Health TogetherCare using the Quick Appointment activity. After you create an appointment, it is reserved in the system for that patient, provider, date, and time.

When you schedule an appointment, you might see a series of questions. After you answer the questions and confirm the appointment, a report appears that you can print and give to the patient to take home. When you search for an appointment, pre-configured search criteria are available for you to use. These appointment searches have been configured by Trinity Health TogetherCare.

### Schedule an appointment

1. Select the Patient tab and click Scheduling > Quick Appointment.
2. In the Appointments column, click the type of appointment that you want to make.
3. Find a provider, date, and time combination for the appointment on the list of choices that appears.  
If you do not see an ideal option, click View More Times to see additional open time slots.
4. Below the provider's name, click the time of the appointment that you want to schedule.
5. If a questionnaire appears, answer the questions and click  Accept.
6. In the Referring Provider field, choose a referring provider from the available list. Click  Accept.
7. To print the appointment information for the patient, click  .

**Trinity Health**, is a mission-based health system with 92 hospitals across the nation, which includes eight hospitals, 16 health centers and more than 3,600 physicians in Michigan. Trinity Health is investing in people, technologies and facilities locally, and connecting top medical teams nationally to deliver the quality care you deserve.

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