Instructions - Appointments

<u>Please Note:</u> Prior to using the Portal to make, change or cancel appointments, you first need to activate your personal portal account. If you have not received instructions for activating your account or have not received your personal activation code, please contact Janeen Crosson at 716-844-5353 or email <u>portal@maximweb.com</u>.

Log onto our website at <u>www.wnyurology.com</u> and scroll to the bottom of the home page. Click on Login to the New Patient Portal and enter your login name and password.

After logging into the Portal, please click on the **Appointments** Tab.

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From here, you will see a list of your upcoming appointments, as well as previous appointments.

Canceling Upcoming Appointments:

If you have an upcoming appointment that you need to cancel:

1. Click **Cancel Appointment** to the right of the appointment listing that you want to cancel.

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	09/17/09	10:00 am	Jung, Ichabod, M.D.	11	7 Foote Avenue, Suite 100 James	stown, NY 14701-6968	*CANCELLED*			
	12/24/08	10:15 am	Nurse/Clinic	308	35 Harlem Rd, Suite 200 Cheekto	waga,NY 14225-2563				
	10/27/00	8:00 am	Greco, Joseph M., M.I	D. 308	35 Harlem Rd, Suite 200 Cheekto	waga,NY 14225-2563	*CANCELLED*			
	05/28/98	3:30 pm	Skomra, Christopher	J., M.D. 308	35 Harlem Rd, Suite 200 Cheekto	waga,NY 14225-2563	"CANCELLED"			
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2. Click on **Yes, Cancel**. The screen will return to the appointments listing and your appointment will show **CANCELLED**.

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Scheduling An Appointment:

If you want to schedule an appointment through the portal:

- 1. From the Appointments tab, click on **Schedule My Appointment**.
- 2. Fill in the Location, Provider and Type of Appointment by selecting from the drop down boxes as shown below.

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My Appts Schedule My Appt Request an Appt Print Upcoming Appts		
Please update your account information		
Please update your history		
Schedule an appointment for Michelle Smith		
Provider: JOSEPH M. GRECO, M.D.		
Location: UR-NT-ofc Harlem Prof Park		
Please Select An Appointment Type: Problem / Illness		
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3. Select the month, date and day of the week that you prefer OR select from one of the available appointments listed.

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Appointment Info	rmation (Click Here to s	start over.)				
Scheduling appoin	tment for: Michelle Smi	ith				
Dr: JOSEPH M. GR	ECO, M.D.					
Appointment Type	EST					
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4. Select **Book My Appointment**.

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My Appts Schedule My Appt Request an Appt Print Upcoming Appts		
Please update your account information		
Please update your <u>history</u>		
Book My Appointment		
Appointment Information (Click "Book My Appointment" button below to book this appointment)		
Dr. JOSEPH M. GRECO, M.D. Location: UR-NT-ofc Harlem Prof Park		
Appointment Type: EST Reason(s): Existing Patient Wishes to See the Doctor – Established Patient 2 Appointment Date/Time: Wednesday – 08/24/11 – 7:45 am		
Please explain your reason for this appointment (required)		
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Requesting An Appointment:

If you want to schedule an appointment but prefer to have someone contact you with availability:

- 1. Click on Request an Appointment.
- 2. Fill in the fields below with preferred provider, contact method and choice in appointment date and time.

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My Appts Schedule My Appt Request on Appt Print Upcoming Appts		~
Please update your account information		
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Fill out the form below to request an appointment with our office.		
Give up to 24hours to hear from the office		
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Preferred means of contact:		
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3. Click **Submit**. You will be contacted in the next 48 hours to schedule your appointment.

If you have any questions with regard to setting up the Portal account, please contact Janeen Crosson at 716-844-5353 or email <u>portal@maximweb.com</u>.