Appointment Settings

Purpose: This feature allows practices to configure the ManageMyHealth online appointments

Login to ManageMyHealth Account ⟹ **Systems Menu** ⟹ **Appointment Settings**.

Systems Menu

- 📝 Patient Registration Template
- 🕐 Appointment Settings
- 💲 Setup Services
- 🕐 Appointment Message
- ⚙ Recall Settings
- 💊 Repeat Script Settings
- 📞 Phone Appt Settings
- 🗂 Setup Practice Directory
- 🕐 Video Consultation Settings
- ⚙ Setup Online Practice T&Cs
- 🕐 Pre-Screening Settings
- 🕐 Online Payment Settings
- ⚙ Merchant AC Setup
- ⚙ Repeat Script Fee Settings

1. Scroll to the bottom of the page, and click 'edit':

   [🖊 Edit] [✖ Cancel]

2. Complete the page, selecting the relevant options.

3. If you are unsure which option to select, click on the blue information icon next to your options for a detailed explanation:

   ⭕ **Rule E : Restrict to Default Provider and Providers with no Restrictions** ⓘ
   Please save settings to configure Rule E.

4. Once you have finished entering the required information, click save at the bottom of the screen:

   [✔ Save] [✖ Close]