

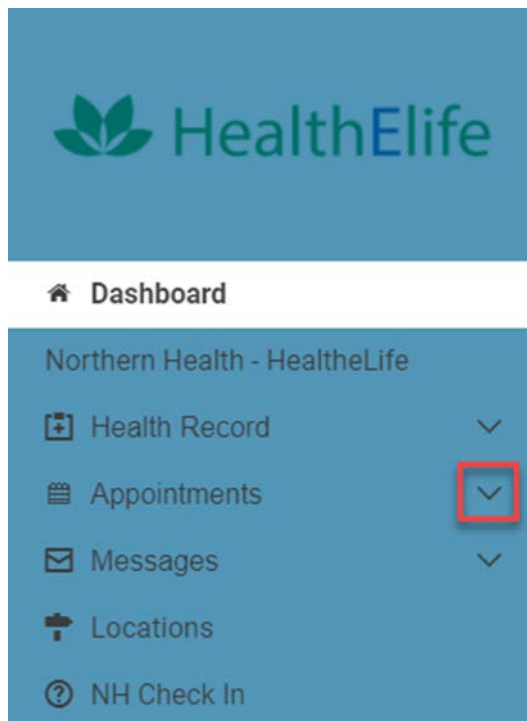
# Scheduling, viewing and cancelling appointments

Your HealthLife account lets you view upcoming medical appointments that will take place in a health care facility, such as lab tests or x-rays. You can also schedule certain types of appointments.

To book or view appointments, you must be logged in to HealthLife.

## SCHEDULING APPOINTMENTS

1. Click on the downward-pointing arrow next to appointments.



2. Select **Schedule a New Appointment**.



3. Ensure to read any instructions related to your appointment type in the gray boxes to the right.

### Schedule Appointment

Choose a reason for your visit

Standing Order, Lab

Search

Appointment Selections 0%

To begin scheduling your appointment, choose your preferred options. For emergencies, please call 911.

There will be more important information here. Please ensure you read it.

Appointment Schedule Policy

View More

4. Choose the type of appointment you want to schedule from the drop down.

### Schedule Appointment

Choose a reason for your visit

Please select

Please select

Standing Order, Lab

Search

**Note:** You can also follow your progress, review the choices made in previous steps, and edit the choices with the progress box.

5. Choose the location you want to go for your appointment

Schedule Appointment

\* Choose a location

Please select

Please select

ZZFACILITY

Next

**Note:** You can get your test from any of the locations on the list. For example, if you are travelling, you might want to have the test in the nearest community, instead of your home community. Your results are shared with your family doctor or nurse practitioner regardless of where you get your test.

6. Choose a date and time.

**Select a Time**

Start Date: 12/08/2020  
Need a specific provider?: Please select  
Apply

Advanced filters

Monday, Dec 07, 2020

**04:00 p.m. PST**  
zzPortal Resource  
View all availability  
Select

**04:15 p.m. PST**  
zzPortal Resource  
View all availability  
Select

Your appointment: 50%

For: INPATIENT ZZZTEST  
Reason: Portal LAB Appointment  
Location: ZZFACILITY  
Preferred Days: Monday, Tuesday, Wednesday, Thursday, Friday  
Edit

If you don't see an appointment that meets your needs, please call our scheduling office. For emergencies, please call 911.

*Note: Pick a time most appropriate for the type of test you are getting. For example, fasting blood work is usually done first thing in the morning. If there are no specific instructions about the best time for your test, pick the time that is most convenient for you.*

## VIEWING APPOINTMENTS

1. Click on the downward-pointing arrow next to appointments.
2. Select **View Upcoming Appointments**.
3. You can add the appointments to your personal calendar
  - a. Select the **Options** dropdown and click **Add to calendar**

**HealthElife** Appointments

Monday, Oct 19, 2020

**Portal LAB Appointment**  
Options ▾  
Add to calendar  
View details  
Cancel appointment

10:00 a.m. PDT  
For INPATIENT ZZZTEST  
with zzPortal Resource  
at ZZFACILITY

**Portal LAB Appointment**  
Options ▾

11:30 a.m. PDT  
For INPATIENT ZZZTEST  
with zzPortal Resource  
at ZZFACILITY

*Note: Some Northern Health appointments may not be displayed. If there is a difference between what you were told and what you see, please clarify by phoning the facility where your appointment is scheduled.*

## CANCELLING APPOINTMENTS

We apologize – at this time, online cancellation is disabled. To cancel an appointment, contact the facility where your appointment is scheduled.