

# HOW DO I SCHEDULE AN APPOINTMENT?

1

## Login to MyHealthPortal

If you do not have an account, request to have your **email address added** to your health record at an Interior Health facility, then visit [www.interiorhealth.ca/myhealthportal](http://www.interiorhealth.ca/myhealthportal) to Request to Enrol or **contact MyHealthPortal Support** to schedule a Virtual enrolment session.

2

## View Appointments

In MyHealthPortal, click **Schedule Appointment** from the Appointments Tab.

3

## Select Appointment Details

Select desired **appointment type, location, available date/time,** and contact details. Click **Submit**.

4

## Review Instructions

Appointment instructions are available by clicking the Appointment. A **Requisition is required** to have any Lab work completed.

5

## Reschedule/Cancel

Open the appointment in MyHealthPortal to **reschedule or cancel** your appointment. At this time, **only self-scheduled appointments** can be rescheduled or cancelled.

6

## Need Help?

Contact MyHealthPortal Support tollfree at **1-844-870-4756** (Monday to Friday between 7 am - 7 pm PST).



[www.interiorhealth.ca/myhealthportal](http://www.interiorhealth.ca/myhealthportal)

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