



Premise Health Step-by-Step Online Appointment Instructions

- 1) Go to www.mypremisehealth.com. For first time users, see the Appointments webpage for registration instructions.
- 2) Click on "Schedule Appointment" at the top of the page.
- 3) Click on the appropriate category for your visit. Examples: "New Member Visit—In Person", "Established Member Standard Visit—In Person", "Lab Only Visit", etc.
- 4) Answer the COVID-19 screening questions and click "Continue".
- 5) Click the location in which you'd like to be seen or for televisits, choose the Montana Health Center location for which you reside or the location in which your preferred Montana Health Center provider is located and click "Continue".
- 6) Select the provider in which you would like to see or click "Any provider" and then click "Continue".
- 7) Select the day and time of your appointment.
- 8) Review your appointment information and enter in pertinent information as to the reason of your visit such as procedures, symptoms, items to discuss with your provider, etc.
- 9) Indicate if you would like to be added to a waiting list to be notified if an earlier appointment becomes available and/or indicate if you would like to save this appointment type to easily schedule again later and click "Schedule".
- 10) **For first time users ONLY. Verify your information.**
 - a. Verify your contact information and your details and click "This information is correct".
- 11) Review your appointment details and click "Confirm".
- 12) If you would like to check in to your appointment ahead of time, click "eCheck-In".
- 13) You may be requested to review and sign documents. You must do this in order to complete the eCheck-in process.
- 14) Once you have completed the requested documents, click "This information is correct" and click "Next".
- 15) Click on "Add an allergy" if you have any allergies that need to be recorded in your Electronic Medical Record.
- 16) Add current medications (each time you enter a new medication, you will add a start date and any comments you would like your provider to see. Next, select your preferred pharmacy and click "This information is correct" and then "Next".
- 17) Review your health issues (these are specific to you). If you were an existing CareHere patient, you may see a list based on what you have visited the health center for in the past. If you have a new health issue, enter it by clicking "Add a health issue" then click "This information is correct" and "Next".
- 18) Enter in the primary reason for your visit and click "Continue".

- 19) Answer the questions that come up regarding your visit and click "Continue".
You may be prompted through several pages of questions, depending on your reason for your appointment.
- 20) Review the questions and answers page and click "Submit".
- 21) Fill out any questionnaires and patient history that present to you.
- 22) Review all information that you have entered and click "Submit and continue" or "Modify" if you need to make changes.