

# Patient announcement template

Below is a patient email template you can use to to notify patients about your new scheduler. We recommend replacing the screenshots with some from your own clinic, so they'll include your clinic's name and logo.

[Here's an example](#) of a website blog post to announce the change.

## Our online scheduler has a new look!

Dear ,

Greetings from your friends at \_\_\_\_!

Our online scheduling system will look a little different the next time you log in—we've just completed a huge upgrade!

You'll now need to login to schedule an appointment here: [patient portal URL]

Please update the website in your bookmarks! Your username and password will be the same.

## Here's a quick tour of our new system:

### Schedule an appointment

When you log in, you'll automatically see the current day's schedule. To make an appointment, just click "Reserve" next to your preferred appointment time. If an appointment time appears

gray, that means it's not available.

The screenshot shows a web browser window with the URL `encircle.openacu.me`. The page header includes the text "Encircle Acupuncture Home Page" and a phone number "Call: (615) 457-1979". Below the header, there is a logo for Encircle Acupuncture and a welcome message "Welcome to Encircle Acupuncture!". To the right, it says "Welcome! Jane" and includes icons for a calendar, a user profile, and a share button.

The main content area displays the date "Today Mon Sep 21, 2020" and a dropdown menu for "East Nashville". Below this, the text "Acupuncture" and "East Nashville with Jessica Gaddis" is shown, followed by the time range "2:00 pm to 6:00 pm". A list of appointment times is displayed, with the 3:00 pm slot highlighted in blue and a "Reserve" button next to it.

| Time    | Availability        |
|---------|---------------------|
| 2:00 pm | Not available       |
| 2:10 pm | Not available       |
| 2:20 pm | Not available       |
| 2:30 pm | Not available       |
| 2:40 pm | Not available       |
| 2:50 pm | Not available       |
| 3:00 pm | Available (Reserve) |
| 3:10 pm | Not available       |

## View future dates

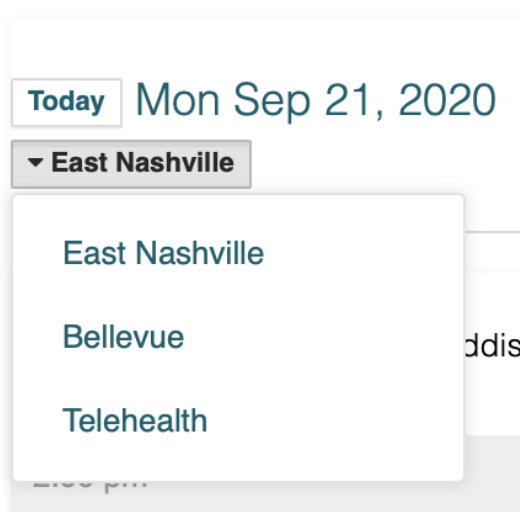
To schedule an appointment on a future date, click on the calendar icon in the upper right corner, then click a date on the dropdown:

Welcome! Jane



## Change your location

To change your location, click on the location dropdown below the date on the left side of the page:



## View and edit your patient profile


To view your patient profile page, click your name in the upper right corner. On your patient profile

page, you can edit your account details such as address and phone number, edit your emergency contact information, and change your password.

On your patient profile page, you can also view your past and future appointments, and past transactions.




Encircle Acupuncture Home Page

Call: (615) 457-1979




Welcome to Encircle Acupuncture!

Welcome! Jane



My Account



Jane Q. Patient

janeq@encircleacu.com

Credit

\$ 0.00

Tokens

0

> Edit Account Details

> Edit Emergency Info & Insurance

> Change Password

Appointments

You cannot cancel appointments if the appointment is less than 24 hours before now. If you have an emergency or an urgent matter that prevents you from making your appointment please call Encircle Acupuncture at (615) 457-1979

Load My Appointments

Load My Transactions

# New Features!

## Default Location

You can now set a default location, which will always show up first when you log in. To set your default location, click Edit Account Details and scroll down until you see the option for Default Location. Once you set a default location, you'll still be able to see available appointments at all locations, but your default will show up first. Be sure to slick Save Details to save your default location!

Default Location

None Selected

✓ East Nashville

Bellevue

Telehealth

ON

Optout of all emails

Save Details

## Photo Upload

We'd love for you to upload your photo on your patient profile page! To do so, just click on the photo avatar and upload an image.

We hope you love the upgraded scheduler as much as we do! Click [here](#) to schedule your next appointment!

## My Account



**Jane Q. Patient**  
janeq@encircleacu.com

| Credit  | Tokens |
|---------|--------|
| \$ 0.00 | 0      |

### Add a Patient Photo

Browse Images...

no file selected

We hope you love the new scheduler as much as we do, and we hope to see you soon!

Sincerely,

the staff of \_\_\_\_

<https://encircleacupuncture.com/our-online-scheduler-has-a-new-look/>

Revision #2

Created Fri, Nov 20, 2020 4:49 PM by [Alexa Hulsey](#)

Updated Wed, Jan 27, 2021 3:54 PM by [Alexa Hulsey](#)