

## HOW TO SCHEDULE A FLU APPOINTMENT ON THE PATIENT PORTAL

1. Select Schedule An Appointment
2. Select the patient's name that is receiving the Flu Vaccine
3. Select "Reading Pediatrics INC – WYOMISSING Office" as the Location
4. Select Continue
5. Please read the FLU CLINIC 2023 Schedule and then select Continue
6. Select "Flu Vaccine" as appointment type
7. Type Flu Vaccine as the reason for the visit
8. Select Continue
9. Select one of the three options pertaining to your insurance
10. Select Continue
11. Select "AROUND THIS DATE" – Select the exact flu clinic date from the calendars
12. Preferred Provider – ANY
13. Select Search Appointments
14. Select a Time
15. Review the appointment information then select SCHEDULE NOW

**\*This is a nurse visit - the provider you schedule the flu vaccine with will NOT be the person administering the flu vaccine at the flu clinics\***

**REPEAT THE ABOVE STEPS TO SCHEDULE MULTIPLE CHILDREN**

**\*PLEASE SCHEDULE SIBLINGS AT THE SAME TIME SLOT\***

**Example: Mom schedules Johnny Smith at 7 AM with Dr. Menon. Mom also schedules Cindy Smith at 7 AM with Dr. Kelly.**