



Online Health & Wellness Appointment Scheduling

pickAtime's online appointment scheduling program simplifies the entire process of Health & Wellness Appointment scheduling.

Save time with our simple system • Eliminate pen and paper scheduling

pickAtime's Health & Wellness online scheduling system allows medical and health care providers to easily take appointments for flu shot vaccinations, blood donations, health screening exams and other health and wellness related programs.

"pickAtime has become a major selling point for our organization. Our customers love the functionality and ease of use."

*David Grieff
Vice President of Sales,
FluBusters*

Benefits of Health & Wellness Appointment System

- Reduces the time involved in scheduling event
- Eliminates pen and paper scheduling
- Provides ability to monitor appointment registration in real-time and make immediate changes to schedule to balance appointment load
- Sends email reminders prior to the scheduled appointment
- Provides ability to send follow-up emails to clients
- Able to accept credit card payments online

HOW IT WORKS

1 ADMINISTRATORS

- Create an online account with pickAtime
- Use pickAtime's online manager to set up schedules
- Direct customers to the online scheduling page

2 YOUR CUSTOMERS

- Login at their convenience and view available appointments and sign-up in minutes

pickAtime

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**Demo our Health & Wellness Appointment Scheduler at
www.pickatime.com or Call 888.250.1945**



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DATA SHEET

FULL FEATURE LIST

Front End

- Customizable login page. Add custom text, custom logo, links to consent forms, etc.
- Use scheduling site as stand-alone or as link from client website
- Available slots can be displayed in a table format or a textual format
- Provides customer with printable appointment schedule
- Allows customer to cancel / reschedule appointment
- Allows customer to edit their contact information and change their password
- 24/7 access for online scheduling
- Will not display other scheduled appointments to customer
- Provides ability to collect customer and/or appointment specific information upon registration or appointment scheduling

Account Setup

- Printable Online Manager guide
- 24/7 email support
- Ability to control when the scheduler is open and closed to customers
- Ability to control how far in advance customers can book appointments
- Ability to control how much time prior to an appointment an appointment can be cancelled
- Total number of appointments per customer can be limited
- Total number of appointments by appointment type can be limited
- Frequency of appointment scheduling by customer can be limited
- Ability to restrict scheduling access by employeeID, patientID, or other key
- Supports multiple time zones
- Supports 24 hour clock
- Supports European date format (i.e. dd/mm/yyyy)

Appointment Management

- Slot length can be variable
- Ability to have single or multiple appointments per time slot
- Supports both one time and periodic appointment scheduling
- Appointment schedule can be displayed before or after login
- Ability to search appointments by customer or by date
- Outlook calendar appointment can be made for appointment provider
- Supports range of service / appointment types

Email

- Confirmation emails
- Cancellation emails
- Reminder emails can be set by customer and/or set by client.
- Multiple reminder emails at specified length of times prior to appointment can be set
- Email template for all emails can be customized, links to supporting documents, images can be added



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FULL FEATURE LIST (continued)

Reporting

- Provides access to real-time reports
- Excel export option available on reports
- Reports can be run for a specific date range
- Reports can be generated by provider, by location, by event
- Slot report available displaying all available time slots – can be used to schedule walk-in appointments
- Summary reports on % of slots filled per location

Customer Management

- Provides online searchable customer database
- User defined customer information can be collected
- Maintains customer appointment history, including appointments scheduled and cancelled
- Maintains customer log including record of all emails sent

Administrative Management

- Multiple user access levels available
- Limited access can be set for specific email addresses
- Report viewing access only is available
- Appointment making access only is available
- Full administrative power is available

SECURITY

PickATime is hosted on dedicated servers in a locked and secure data center. All access to the servers and data is restricted to only the few that maintain the system. Secure Socket Layer (SSL) technology is used to encrypt the data for transmission. All information collected by pickATime is made available only to the client that the customer is making an appointment with.

SUPPORTED BROWSERS

Microsoft Windows:

- Internet Explorer 6.0+, including IE 7.0+, under the following operating systems: Windows XP, 2000, 98, NT or 95
- Firefox version 1.0.2 or higher

Macintosh:

- Safari 1.2+

HOSTED SOLUTION

- PickATime hosts your scheduling application
- No software to purchase, install, or maintain