Scheduling an Appointment

Getting Started
Manage appointments with your Wellness Coaches Provider right from Healthy Ways. Click the Schedule Appointment button within the right menu and you can set up an appointment in a few easy steps. Open these sections on mobile with the person icon or three lines in the top corners.

Once you schedule an appointment, an Upcoming Appointment Tile will appear on the Dashboard. From here you’ll be able to view your appointment details, reschedule, or cancel your appointment. This can also be done from your confirmation email.

*You will not see the Upcoming Appointment section if you do not have an appointment scheduled.

Click Schedule Appointment to be guided through a few simple steps.

1. Select a Service*
Select the type of service you would like to schedule.

2. Provide Insurance
Certain services require insurance information. If you see this prompt, provide your insurance details along with photos of the front and back of your card.

3. Select Location*
There may be multiple locations, including virtual, where a service can be provided. Choose what best fits your needs.

4. Choose Date and Time
A list of open slots will be provided. Choose your preferred date and time for your visit.

5. Set and Confirm
A summary of your selections will appear. Click “Schedule” to finish booking and receive a confirmation email.

*If only one option is available, this step will be skipped.