



## **How to use the online self-scheduling system (Appointment Plus)**

Our Appointment Plus system will ask you for the following information:

- **Login** (optional)
  - The benefit to setting a login is that you will be able to go back in and see your appointment and cancel, if needed.
- **First and Last Name** (required)
- **Address** (required)
- **Phone number** (required)
  - Enter a cell phone to receive a text reminder.
- **Email** (optional, but highly encouraged)
  - Couples may use the same email address.
  - A confirmation email with instructions on what to bring to your appointment and where to come along with a reminder email will be sent to this address.
- **Date of Birth** (required)

**Get Started:** Select a date and time for your appointment. Please note this date and time may be selected by another user. This scheduling system is unable to hold this field for any specified period of time. We apologize for the inconvenience.

**Patient Information:** Complete the required fields (listed above) and select "Next" at the bottom of the screen.

**Finalize Appointment:** Once you get to the "Finalize" page, please select "Finalize Appointment" at the bottom right corner of the screen.

**To make an appointment for your spouse**, please **start the process again**. *Do NOT select "Edit Appointment" as you will edit the appointment you just created. Couples must book two separate appointments.* Just like scheduling an appointment to see your provider, you will each need to schedule separate appointments for your vaccinations. We are unable to accommodate couples who only have one scheduled appointment. Please know that due to the high demand, it may be difficult for couples to schedule appointments at the same time or even the same day.

Please do not be discouraged if you are unable to book an appointment. Additional vaccines are arriving weekly and there will be more opportunities to schedule appointments in the coming weeks.

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## Our Promise

*Your best healthcare experience begins at Island Hospital.  
We always place your emotional and medical needs first and foremost.*