

online booking

Search

# Patient Guide to Online Booking

**This article summarizes the online booking procedure for patients to schedule their own appointments. This includes scheduling appointments in the future and scheduling walk-in appointments.**

## Body

To book an appointment online, patients first need to register for Online Booking. They can register even if they have not visited the office previously if you provide them with a link.

**Note:** Online booking settings should be set up in **Settings > Practice Settings > Online Booking** before patients are allowed to book appointments online. Read more about this [here](https://chirotouch.my.site.com/cloud/s/article/Setting-Up-Online-Booking) (<https://chirotouch.my.site.com/cloud/s/article/Setting-Up-Online-Booking>).

There are two ways patients can register for Online Booking:

1. The office can send the patient an invitation.
2. Patients will click the link in the email to navigate to the Online Booking website.

Healthy Beings Online Booking Inbox x

no-reply@chirotouch.com via sendgrid.net  
to me ▾

Hello Minerva,

Healthy Beings invites you to schedule and manage your appointments through their online booking platform.

Create an account now to enable this feature for your future appointment needs.

**CREATE ACCOUNT**

If you are having difficulties, please contact Healthy Beings. This message was sent by ChiroTouch. Please do not reply to this email as this email address is not monitored.

OR

2. You can also add a link to your website so that patients can register. Once patients click the link on your website, they will:
3. Select **Login** from the top-right of the main screen.
4. Click **Create an Account**.



visions) Knowledge Base (/cloud/s/knowledge-base) Feature Requests (<https://chirotouchcommunity.force.com/cloud/idp/login?app=0spZ000000Gqf>)

## Already have an account? Log in

Email

Password

**LOGIN** [Forgot password?](#)

First time booking online? [Create an account](#)



1. Fill in the requested information.
2. They will receive an email within 5 minutes with a temporary password. Then they should navigate back to the Online Booking site and click **Login**.
3. When they enter the temporary password, it will prompt them to create a permanent password. **Note:** Passwords must contain at least eight characters.

## Booking Future Appointments

Once patients are registered, they can book appointments online.

Patients will:

1. Follow the link provided from the office.
2. Select **Login**.
3. Login with the previously created credentials.
4. Select **Book an Appointment**.

isions) Knowledge Base (https://cloud/s/knowledge-base) Feature Requests (https://chirotouchcommunity.force.com/cloud/idp/login?app=0spZ000000Gqf

# Healthy Beings

## Appointment Check In >

Check yourself in up to one hour before your scheduled appointment.

## Walk-In Appointment >

Schedule yourself a walk-in appointment.

## Book an Appointment >

Use our online portal to find a appointment that's convenient for you.



## Manage My Appointments >

Oversee all your appointments in one place. Make changes to your appointments if needed.

## Manage My Payments >

View your current balance and make a payment easily and securely.

5. Select the Location.

6. Select an Appointment Type.

[Select Location](#)[Knowledge Base \(/cloud/s/knowledge-base\)](#) [Feature Requests \(https://chirotouchcommunity.force.com/cloud/idp/login?app=0spZ000000Gqf](#)

Location

Healthy Beings

**Click to view in maps:**9265 Main St., Suite 200, San Diego, CA, 92123-1233**Select Service****Consultation**

(30 Minutes)

**SELECT****Chiro Tx**

(30 Minutes)

**SELECT****Acupuncture**

(30 Minutes)

A 30-minute acupuncture appointment

**SELECT****Massage 30**

(30 Minutes)

A 30-minute massage

**SELECT**

NP Exam

New patient exam

**Note:** The appointment types that are available to select depend on the location that the patient chooses. Appointment types that are not available at this location will be grayed out.

7. Select the provider and the date and time.

Find by Date Time

Knowledge Base (<https://cloud.s/knowledge-base>) Feature Requests (<https://chirotouchcommunity.force.com/cloud/idp/login?app=0spZ000000Gqf>)

**Chiro Tx (30 Minutes)**

Location: **Healthy Beings**

Provider: **Franklin, Fred**

**February 2024**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**Thursday, February 22, 2024**

	Morning	Afternoon	Evening
8:00 AM		12:00 PM	4:00 PM
8:15 AM		12:15 PM	4:15 PM
8:30 AM		12:30 PM	4:30 PM
8:45 AM		12:45 PM	4:45 PM
9:00 AM		1:00 PM	5:00 PM
9:15 AM		1:15 PM	5:15 PM
9:30 AM		1:30 PM	5:30 PM
9:45 AM		1:45 PM	



8. Click **BOOK MY APPOINTMENT**.

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## Chiro Tx (30 Minutes)

Thursday, February 22, 2024 at 8:00 AM

Franklin, Fred

### Healthy Beings

9265 Main St.

Suite 200

San Diego, CA 92123-1233

Minerva Smith

(555) 321-6547

[@gmail.com](mailto:@gmail.com)

**BOOK MY APPOINTMENT**



After the appointment has been booked, patients will be able to:

- Add to Calendar/Outlook
- Add to Google Calendar
- Reschedule Appointment
- Cancel Appointment
- Book Another Appointment
- View My Appointments