

Scheduling Appointments in My**Chart**

Use MyChart to book appointments online with your established providers.

How to Use Schedule an Appointment

- For providers in internal medicine, family medicine, and general pediatrics
- View the provider's open schedule or view the first available for any provider within that department
- If you do not see a date and time that works for you, simply click on the Search for additional available appointments link to view available appointments at all of our locations
- If you would like to schedule your yearly physical exam, please take care to select **Physical** as the appointment type.
 An "Office Visit" appointment does not provide a sufficient amount of time for your provider to complete a physical.

Tips for When to Use Schedule an Appointment

- Yearly physical exams (when scheduling with your current primary care physician)
- · Non-urgent office visits

How to Use Request an Appointment

- · For all Cleveland Clinic providers, including specialists
- Select your preferred dates and times, or request the first available appointment
- An appointment scheduler will book the appointment and send a secure message in MyChart with the appointment details

Tips for When to Use Request an Appointment

- · A non-urgent office visit with your specialist
- A non-urgent office visit with your specialist or primary care provider to address multiple concerns
- · Yearly physical exams

Established provider: A provider you have seen within the last fifteen months.



