

## How to make an appointment using the HotDoc app

1 Set up your account. Open the HotDoc App and click 'Account' in the bottom right corner. Then click 'Profile' and fill in the information. Tap 'Save Changes' to save your details.

2 Tap 'Search Providers' at the bottom of the screen.

Search Providers

3 Search for our clinic and tap 'Book Appointment'.

Book Appointment

4 Answer the series of questions shown on screen.

5 Select your preferred time, or click 'next' to view more days in the future.

6 Check your details are correct and tap 'Yes, book'.

Yes, book

## How to cancel or reschedule an appointment

1 Open the HotDoc and login (if you're not already).

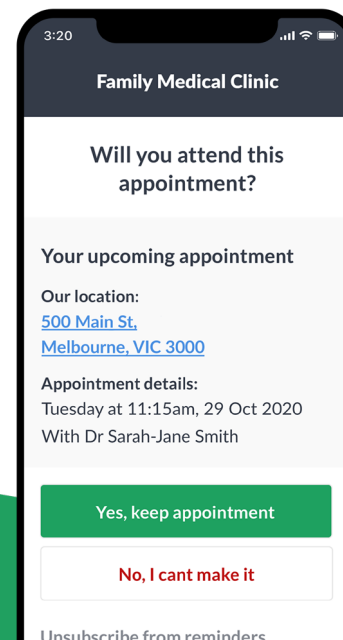
2 Tap 'Appointments' in the bottom bar and find the appointment you want to cancel. Press 'Cancel Appointment', then 'Yes, cancel'.

Cancel appointment

Yes, cancel

3 You'll receive a confirmation email once your request is processed and be given the option to reschedule your appointment if you'd like to.

Reschedule appointment

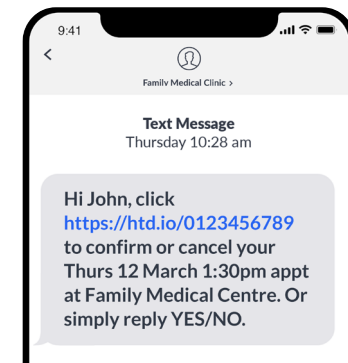


## Our clinic uses HotDoc to send health messages

1 Sometimes you will receive a health message through HotDoc via SMS or push notification on your mobile (example message below).

These messages will relate to:

- An upcoming appointment
- A health message that requires your attention
- Information about our clinic
- A code to verify your HotDoc Account



2 When you receive these messages, follow the prompts to securely verify your identity and unlock your message.

### Did you know?

You're able to download the HotDoc app for your **iPad or tablet** and use the app just as you would on your mobile!

## What is HotDoc?

HotDoc is a secure platform that provides you with an easy and more accessible way to book and manage appointments online.

The HotDoc app is free to use and allows you to make online bookings, manage and be reminded about upcoming appointments and check in when you arrive.

## Why use HotDoc?



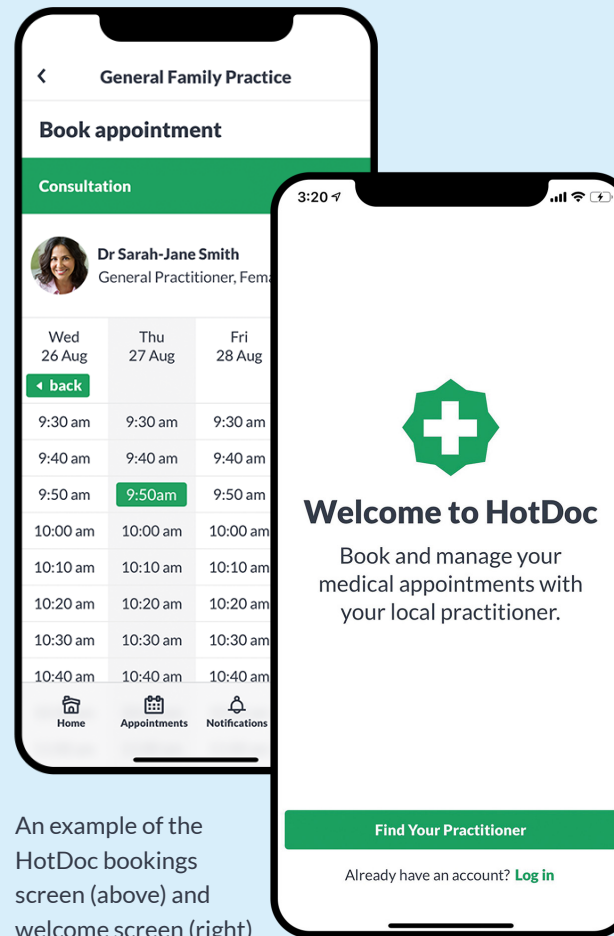
**Never forget**  
another appointment



**Choose**  
the day and time that suits you



**Manage your health**  
in the one place



An example of the HotDoc bookings screen (above) and welcome screen (right)



# The easiest way to book appointments

Using HotDoc, you can book doctor appointments anywhere, at any time



[www.hotdoc.com.au](http://www.hotdoc.com.au)



Scan to download the HotDoc app from the App Store or Google Play store on your mobile.

