When your provider orders an appointment, you can schedule it using Patient Online Services.

You’ll receive an email asking you to schedule an appointment. Select the link on that email to go directly to Patient Online Services.

Online scheduling is easy and quick. You schedule an appointment that fits your needs. And you do the scheduling at your convenience, whether at home on your laptop or while you’re on the go from your phone.

Just log in to Patient Online Services on the web or through the Mayo Clinic app.
On the Web

1. Select the “New Appointments” tab in the Appointments and Admission section.
2. Look in the “Appointments you need to schedule” area for the appointment.
3. Select the “Schedule Now” button to start scheduling.

On the Mayo Clinic app

1. Tap “Request Appointment.”
2. Tap “Request Appointment Now.”
3. Tap “General Appointment.”
4. Look for the appointment under “Appointments you need to schedule.”
5. Tap “Schedule Now.”

Follow the instructions for choosing the location, time, and date for your appointment.

Make sure you select the “Schedule” button to complete the appointment scheduling process.

Check “Upcoming Appointments” to verify that the appointment has been scheduled.