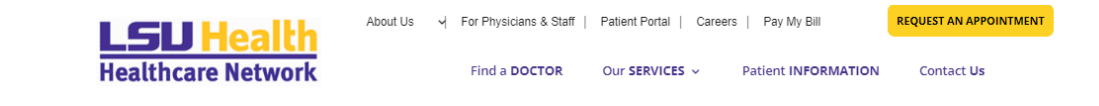


# 2022 FLU VACCINATION SCHEDULING

Step 1 – Click the link <https://www.lsuhealth.com/flu/>

Step 2 – Select appointment date/time



## Flu Vaccine Scheduling

The immunizations will be given on Thursday, 9/15, Friday, 9/16, Wednesday, 9/21, and Thursday, 9/22 from 8:00am-4:00pm on the 3rd floor of the Seton Building – 478 S. Johnson St, 3rd floor.

This screenshot shows a web interface for scheduling an appointment. At the top, there are search filters for 'Start search on' (09/03/2022), 'Day / Time' (All), 'Person' (Lsuhn Fl...), and 'Location' (LSU Healthcar...). Below the filters, the interface displays three dates with their respective time slots: Thursday September 15, 2022; Friday September 16, 2022; and Wednesday September 21, 2022. Each date has a grid of time slots (8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, 3:00 PM) with 'more...' links below each slot.

Step 3 – Enter reason for visit “FLU SHOT”

to hour.

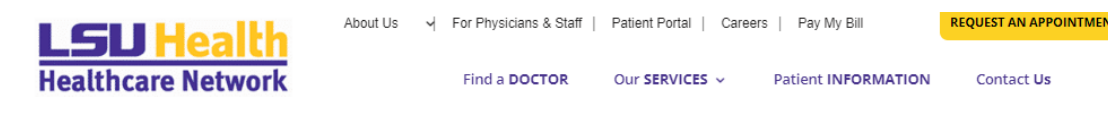
This screenshot shows a confirmation screen titled 'Is this correct?'. It includes an information icon and a message: 'This time slot is reserved for you until 11:01 AM. Please complete scheduling by then.' Below this, the appointment details are listed: 'Lsuhn Flu Clinic', 'Thursday September 15, 2022', 'Arrive by 7:45 AM', and 'Starts at 8:00 AM (10 minutes)'. The location is 'LSU Healthcare Network - Flu Clinic' at '478 S Johnson St, New Orleans LA 70112, 504-412-1517'. A text input field labeled 'Reason for Visit (required)' contains the text 'FLU SHOT' and is circled in red. Below the input field is a character count 'Maximum 250 characters.' and two buttons: 'Back' and 'Continue'.

## Step 4 – Continue as a Guest or schedule via your LCMC/LSUHN Patient Portal

The screenshot shows a web interface with two main columns. The left column is titled "Have a Patient Portal account?" and contains the text "Use your Patient Portal credentials to schedule this appointment for yourself or someone you have MyChart proxy access to." Below this text is a large teal button labeled "Log in". The right column is titled "Continue as a Guest" and contains the text "Not a Patient Portal user? We'll need to collect more information about you or the patient you're scheduling for." Below this text are two buttons: a teal button labeled "Back" and a dark teal button labeled "Continue".

### A. Option 1 - SCHEDULE AS A GUEST

- a. Enter ALL requested information accurately including your health insurance. Do not bypass these screens.



## Flu Vaccine Scheduling

The immunizations will be given on Thursday, 9/15, Friday, 9/16, Wednesday, 9/21, and Thursday, 9/22 from 8:00am-4:00pm on the 3rd floor of the Seton Building – 478 S. Johnson St, 3rd floor.

The form is titled "Patient Information" and includes a legend: "\* Indicates a required field." The form is divided into two columns of input fields. The left column contains: "First Name", "Middle Name", "Last Name", "Legal Sex" (with buttons for "Female", "Male", "Unknown", and "Other"), "Date of Birth", and "Social Security number (Last 4 Digits)". The right column contains: "Address", "City", "State" (a dropdown menu), "ZIP Code", "Home Phone", "Work Phone", and "Mobile Phone".

\* Race

- White or Caucasian
- Black or African American
- American Indian and Alaska
- Asian

You can hold the CTRL key while clicking to select multiple options

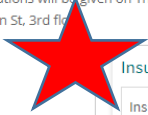
\* Ethnicity

There are required fields that have not been completed.

Back Next

## Flu Vaccine Scheduling

The immunizations will be given on Thursday, 9/15, Friday, 9/16, Wednesday, 9/21, and Thursday, 9/22 from 8:00am-4:00pm on the 3rd floor of the Seton Building – 478 S. Johnson St, 3rd floor.



\* Indicates a required field.

Insurance Information

Insurance

Member ID

Subscriber ID

Group Number

Subscriber Name

Subscriber Date of Birth

\* Who will be paying for costs not covered by insurance?

Patient Someone else

Back Schedule it!

**b. After all information has been entered click – Schedule it!**

Thanks, your appointment is scheduled!

### Lsuhn Flu Clinic



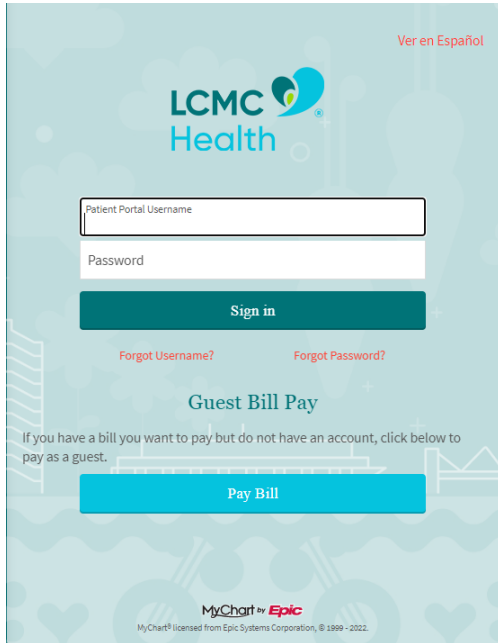
Thursday September 15, 2022  
 Arrive by 11:45 AM  
 Starts at 12:00 PM (10 minutes)



LSU Healthcare Network - Flu Clinic  
 478 S Johnson St  
 New Orleans LA 70112  
 504-412-1517

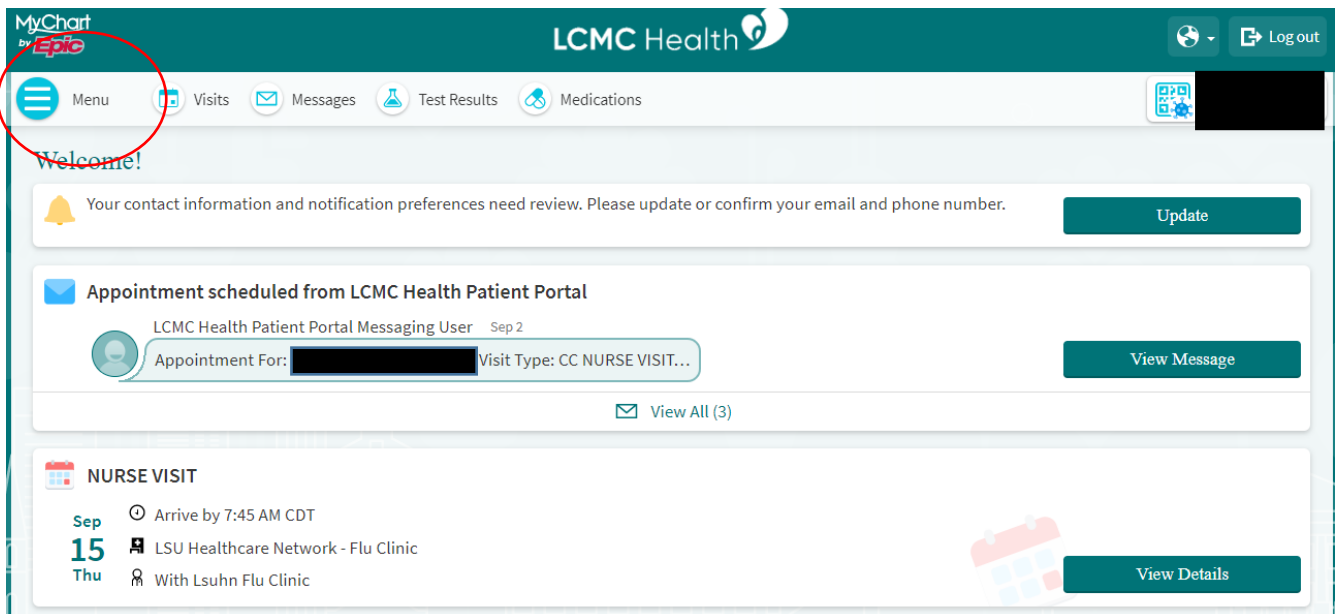
**B. Option 2 – SCHEDULE APPOINTMENT WITH LCMC/LSUHN PATIENT PORTAL**

**a. After logging in to your patient portal, your appointment will be verified.**

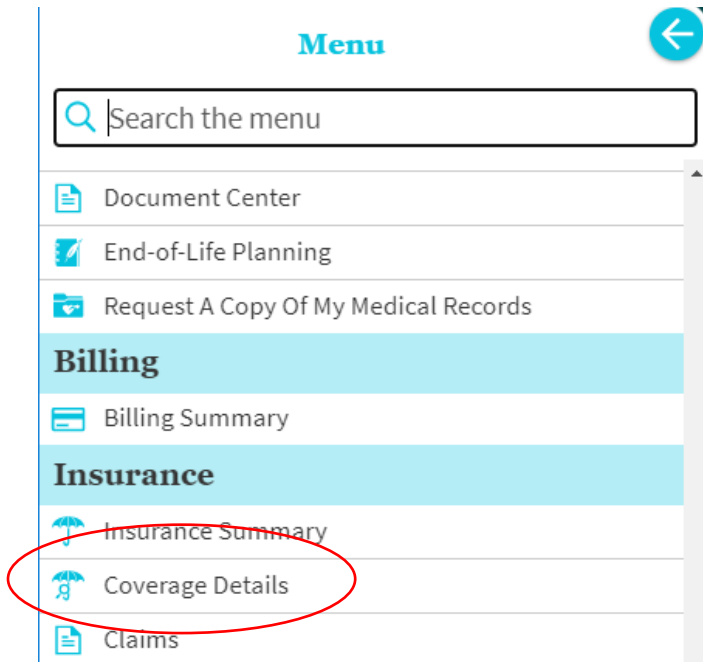


**b. VERIFY THAT YOUR HEALTH INSURANCE IS ENTERED IN YOUR PORTAL**

**c. Click "Menu" on the top left hand corner of the screen and scroll down to the "Insurance" tab.**



d. Click "Coverage Details" under Insurance



e. Update all health insurance information.

