

Employee self-planning **Schedule medical examination**

This module offers employees the option to schedule their own medical examinations.

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- 1 You receive an email invitation to schedule a periodical medical examination.
- 2 You are redirected to the planning portal where you can pick the location and time slot of your choice.
- 3 You then receive a confirmation email.
- 4 If you change or cancel your appointment, you will be notified at the same e-mail adress

Employee self-planning Invitation medical exam

After receiving the invitation email, you be directed to this page. Here, you can click through to schedule an appointment.

Overview medical examination

MEDICAL EXAMINATION - EXAMINATIONS TO BE SCHEDULED

Employee	Frank Arias
Type of examination	Periodic

1 [Schedule an appointment](#)

1 If you click on this button, they will be referred to the planning portal.

Employee self-planning Choose location

On this page, you can choose a location for the medical examination.

Schedule medical examination

1 LOCATION 2 TIME

MEDICAL PLANNING

Employee * Frank Arias

Type of examination * Periodic

1 Location *

Cancel Next

1 Here, a location can be selected.

2 Click on this button to continue.

Employee self-planning Choose a time

On this page, you can choose a time for the medical examination.

1 LOCATION 2 TIME

LOCATION: SLUISWEG 1, 9000 GENT EXAMINATION: Periodic

There are 1 of available time slots within these criteria

TIME SLOTS < TUE 2 APR > 1/28

Calendar 1 today

April 2024

MO	TU	WE	TH	FR	SA	SU
1	2 1/28	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	30	1	2	3	4	5

No time slots available

Time	Employee
08:30	Not available anymore
08:45	Not available anymore
09:00	2 Select this time slot
09:15	Not available anymore
09:30	Not available anymore
09:45	Not available anymore
10:00	Not available anymore
10:15	Not available anymore

3

Cancel Modify location Confirm

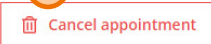
- 1 The calendar provides an overview of all available time slots on a given date.
- 2 Clicking on an open time slot allows you to schedule a medical examination.
- 3 The appointment can then be confirmed using this button.

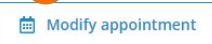
Employee self-planning Confirmation

On this page, you will now see a summary of the medical examination.

MEDICAL EXAMINATION - TUESDAY 02 APR 2024

Employee	Frank Arias
Type of examination	Periodic
Location	SLUISWEG 1, 9000 GENT
Date & Time	Tuesday 02 Apr 2024 at 15:45

1  Cancel appointment

2  Modify appointment

1 This button can be used to cancel the appointment.

2 If the appointment is fine, it can be confirmed using this button.