

Employee self-planning **Schedule medical examination**

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

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- 1 Your employee receives an email invitation to schedule a periodical medical examination.
- 2 The employee is then referred to the scheduling portal to choose a location and time slot.
- 3 The employee then receives a confirmation email.
- 4 If the examination is moved or cancelled, the employee is notified via the same address.

Employee self-planning

Employee invitation to attend medical examination

After receiving an invitation email, the employee will end up on 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 the employee clicks on this button, they will be referred to the planning portal.

Employee self-planning Choose location

On this page, the employee 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, the employee 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 the employee to schedule a medical examination.
- 3 The appointment can then be confirmed using this button.

Employee self-planning Confirmation

On this page, the employee 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.