

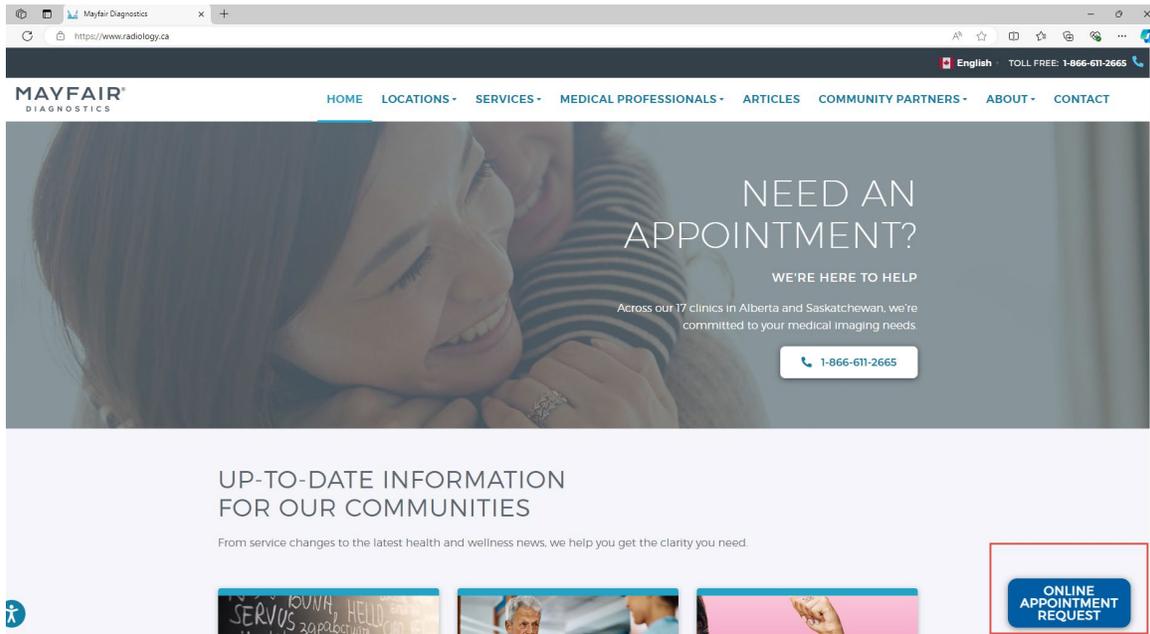
MAYFAIR[®]

DIAGNOSTICS

HOW TO MAKE AN ONLINE REQUEST FOR AN APPOINTMENT THROUGH *PATIENT CONNECTION*

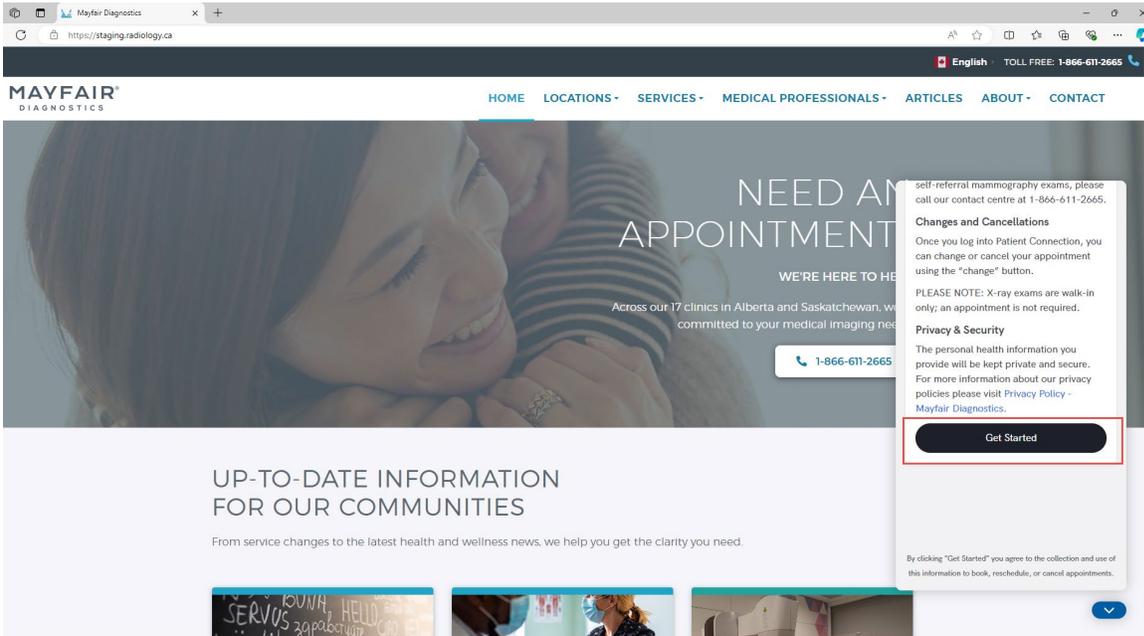
You can now schedule your appointment with Mayfair by submitting an online request. We will review your submission and send you a link to select the date, time, and location that works best for you. Let's get started!

- 1) From <https://www.radiology.ca> click on the *ONLINE APPOINTMENT REQUEST* button in the lower right-hand corner of the screen.

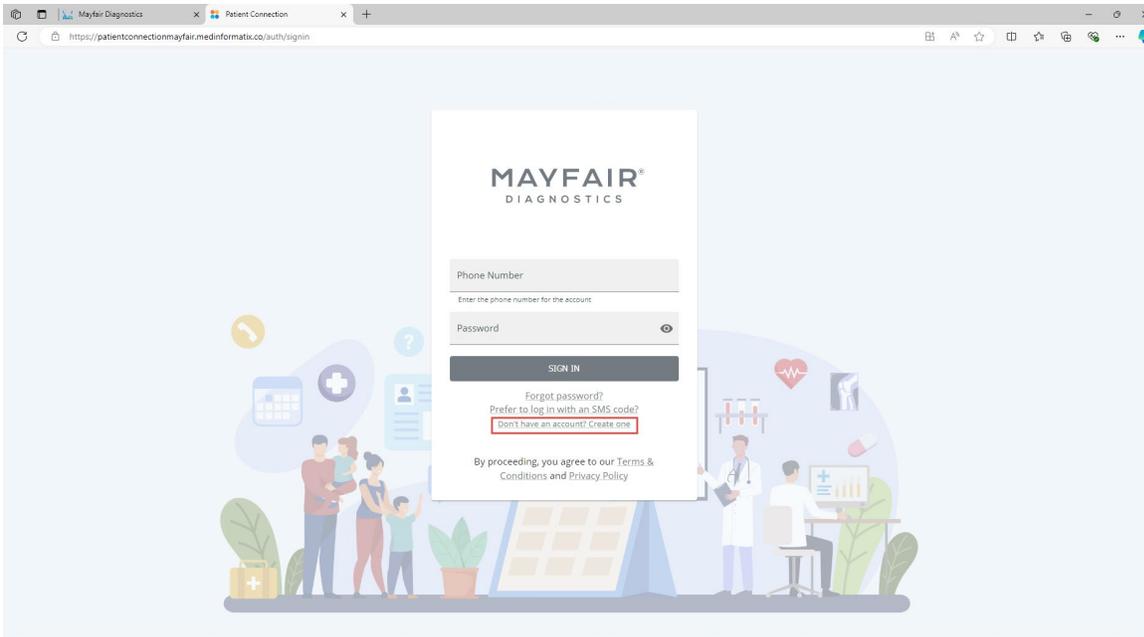


- 2) A screen will pop up providing you with information for online bookings. You can review the information by scrolling down the screen.
- 3) If you are a new patient to Mayfair and would like to sign up for *Patient Connection*, please call our Contact Centre at 1-866-611-2665 for assistance.

4) If you are an existing Mayfair patient, click the *Get Started* button.



5) If you are an existing patient and are using *Patient Connection* for the first time, click on *“Don’t have an account? Create one”*.



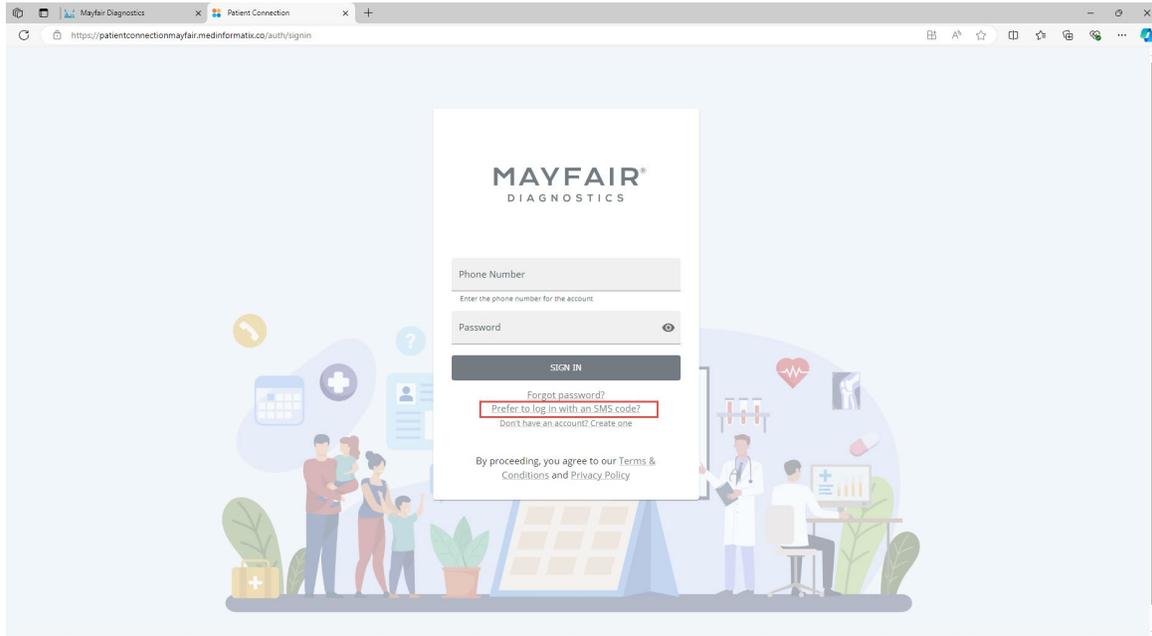
- 6) You can now create a new account and click on *SIGN UP* when all the required information has been entered. **Please note: The information entered must be the same as to what we have on file: Name, DOB, Phone Number and Email Address.**

The screenshot shows a web browser window with the URL <https://patientconnectionmayfair.medinformatix.co/auth/register>. The page features a 'Create New Account' form with the following fields: First Name *, Last Name *, Date of Birth * (with a calendar icon), Email Address *, Phone Number *, and Code *. There is a 'GET CODE' button between the Phone Number and Code fields. Below the form, a 'Password Rule' section lists requirements: Password must be at least 8 characters in length, Include an upper and lower case letter, At least one number, At least one special character, and Passwords must match. There are two password input fields: 'Password' and 'Re-type Password', each with an eye icon for visibility. At the bottom of the form are 'SIGN UP' and 'BACK TO LOGIN' buttons. The background of the page is a light blue illustration of a family and medical professionals.

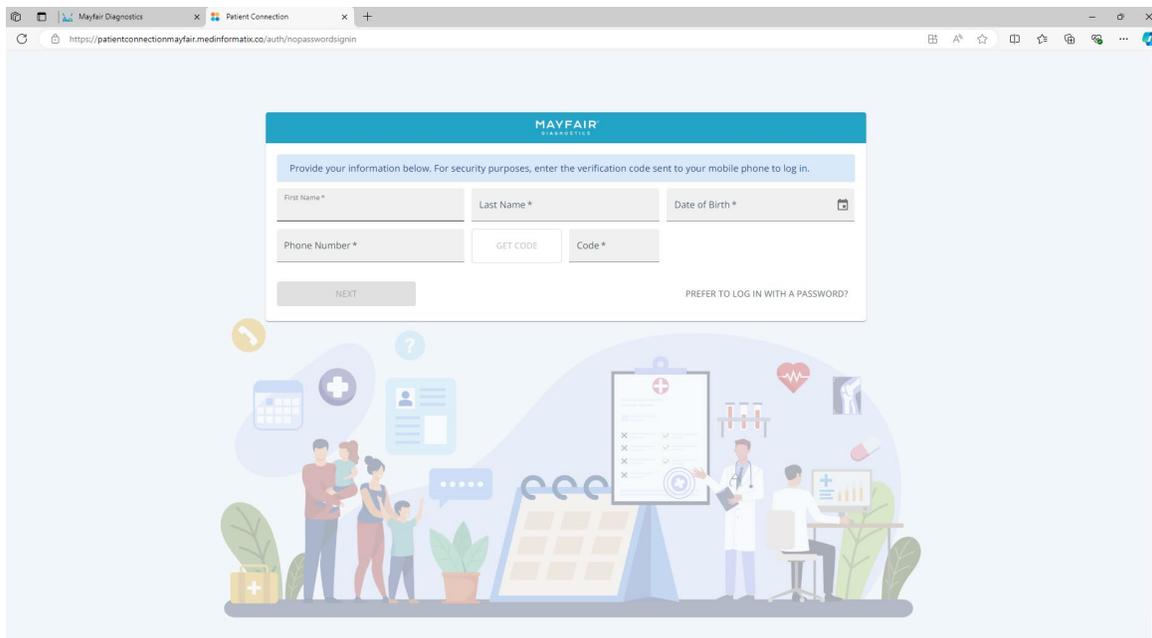
- 7) Once your account has been created, you will be able to log into *Patient Connection* using the phone number and password you used to set up your account.

The screenshot shows a web browser window with the URL <https://patientconnectionmayfair.medinformatix.co/auth/signin>. The page features a 'SIGN IN' form with the 'MAYFAIR DIAGNOSTICS' logo at the top. The form includes a 'Phone Number' field with the value '4031234567' and a 'Password' field with masked characters. A red box highlights the 'SIGN IN' button. Below the form, there are links for 'Forgot password?', 'Prefer to log in with an SMS code?', and 'Don't have an account? Create one'. At the bottom, there is a checkbox for 'By proceeding, you agree to our Terms & Conditions and Privacy Policy'. The background of the page is a light blue illustration of a family and medical professionals.

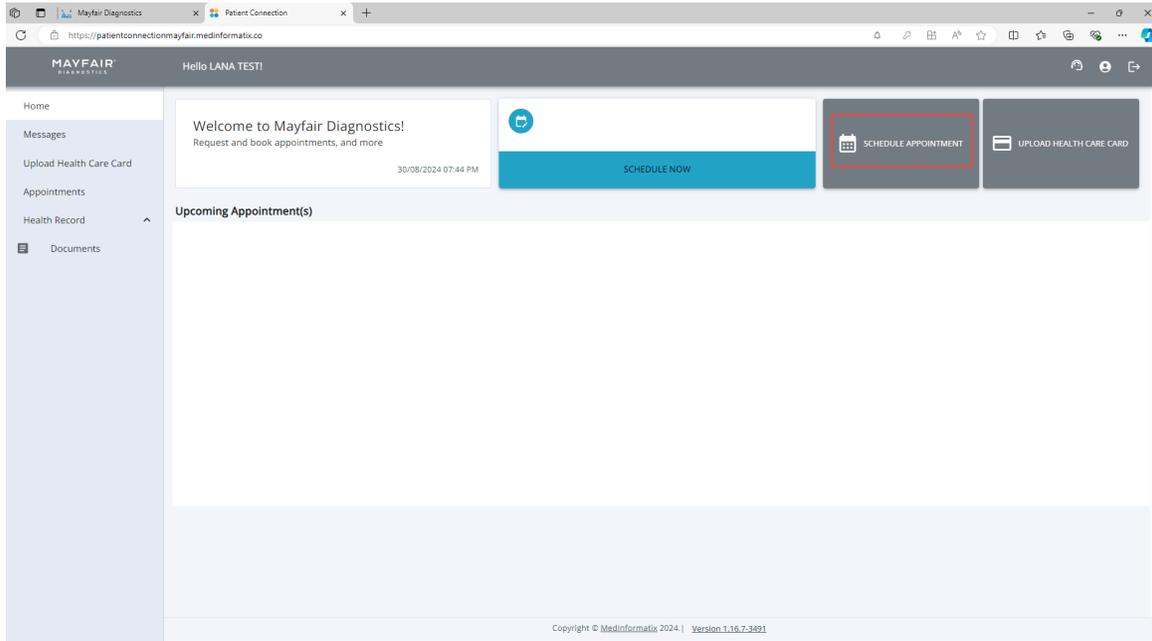
8) Alternatively, you can choose to log in with an SMS code.



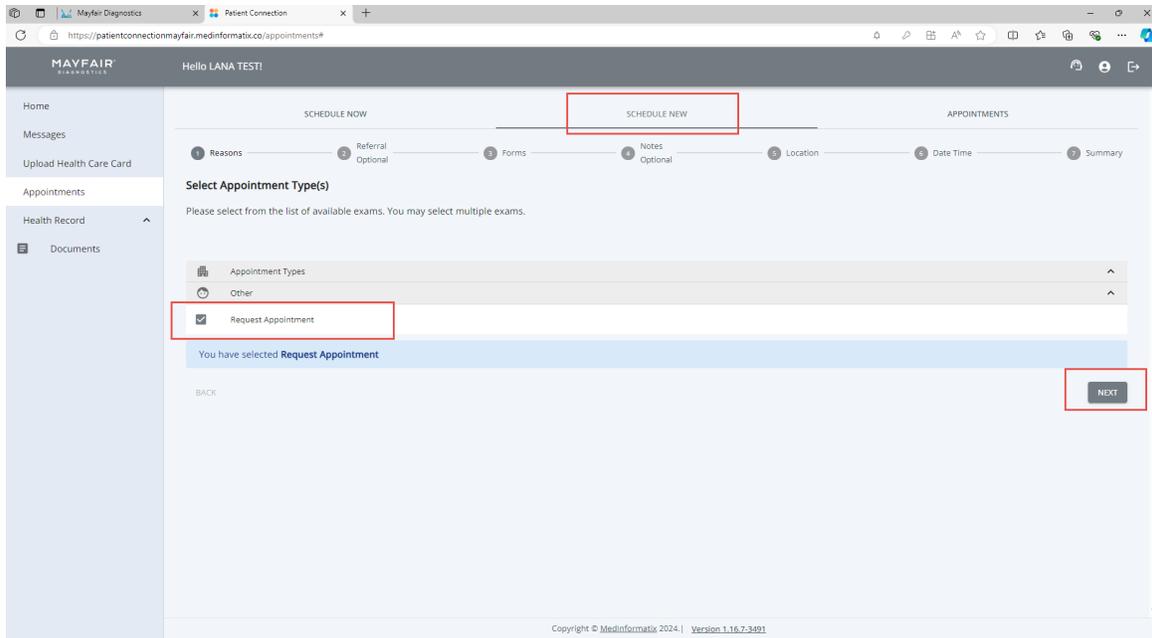
Please note: The information entered must be the same as to what we have on file: Name, DOB, Phone Number and Email Address.



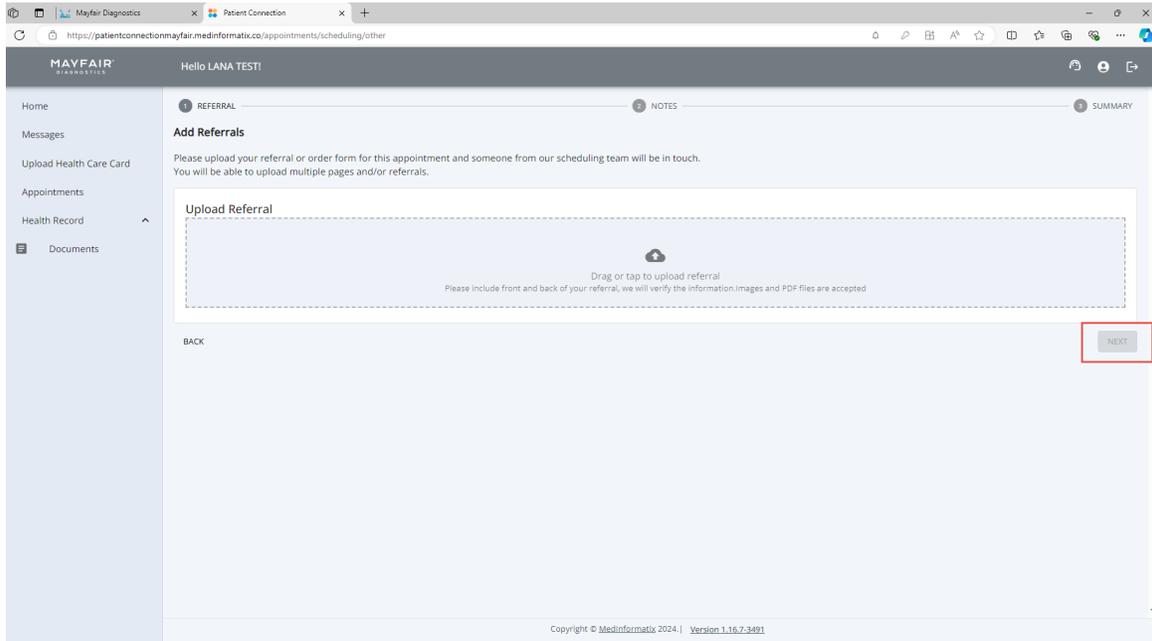
9) Once you are logged in, click on *Schedule Appointment*.



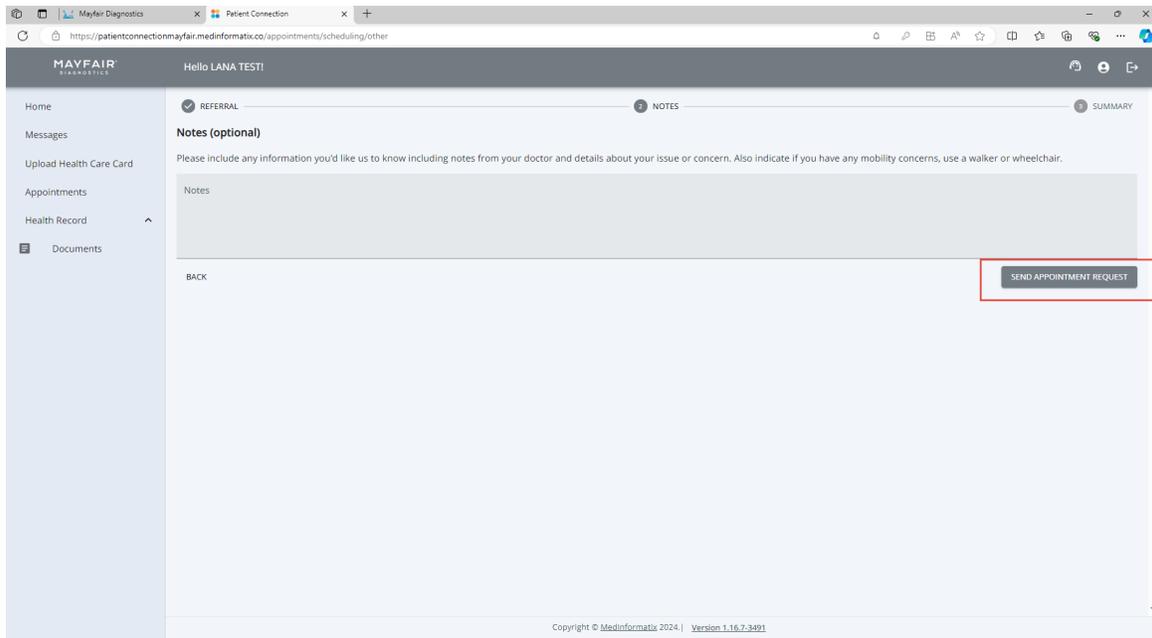
10) And then you can click on *Schedule New*. Next, you should check *Request Appointment* and click on *Next*.



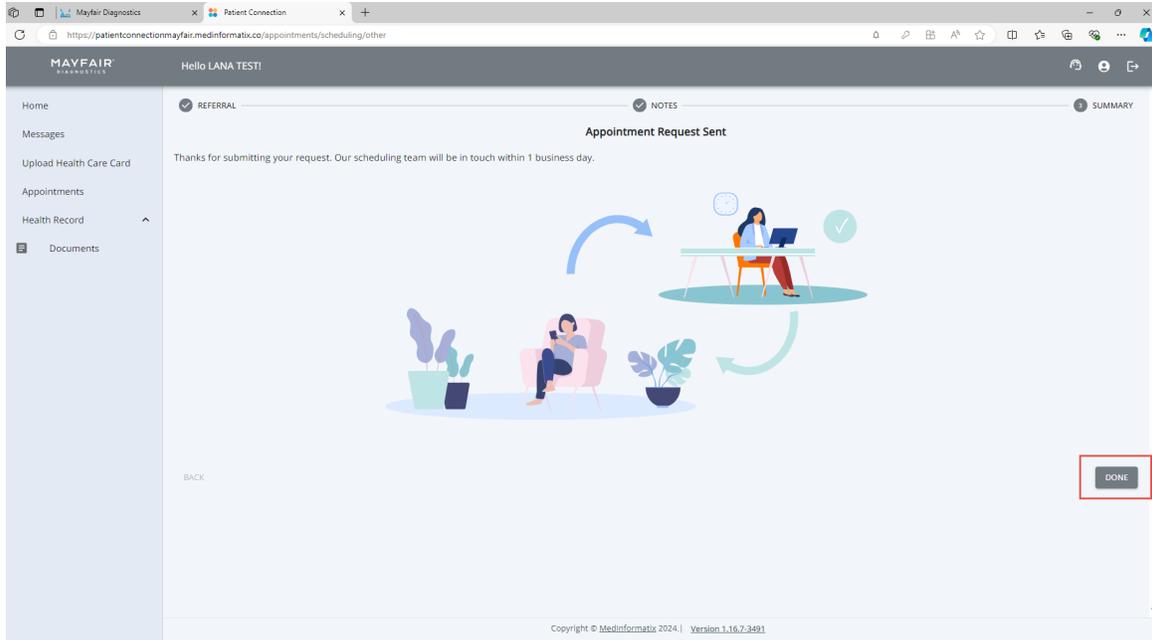
11) You can now upload a photo or scan of your requisition and click on the *Next* button.



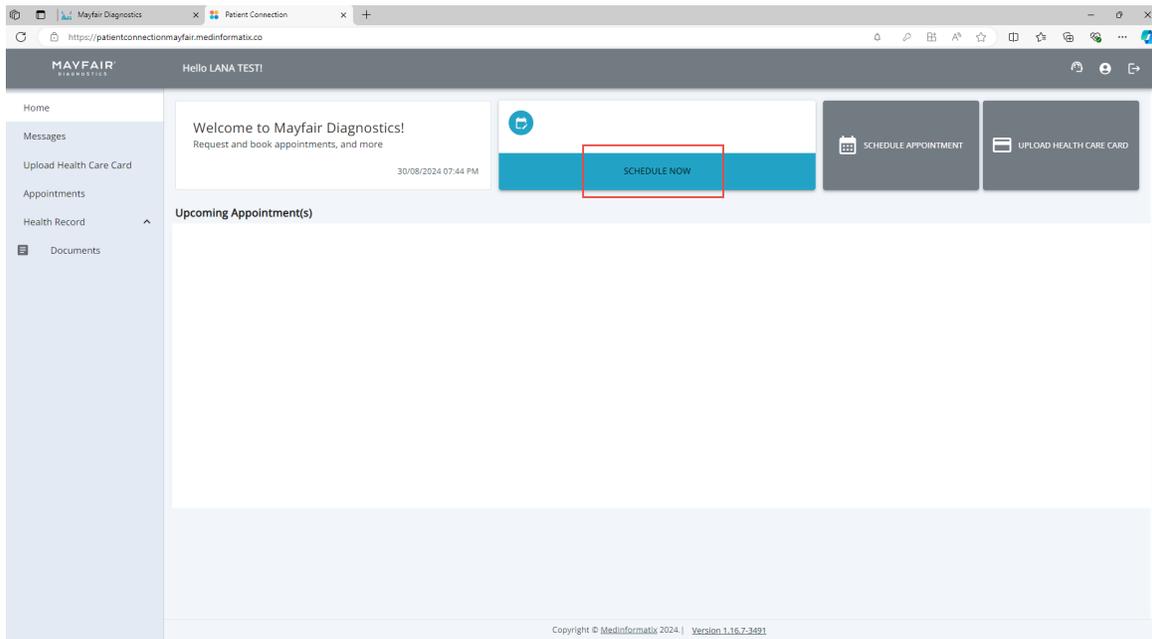
12) You can add any notes that you wish to include about your exam or any concerns you may have. Then click on the *Send Appointment Request* button.

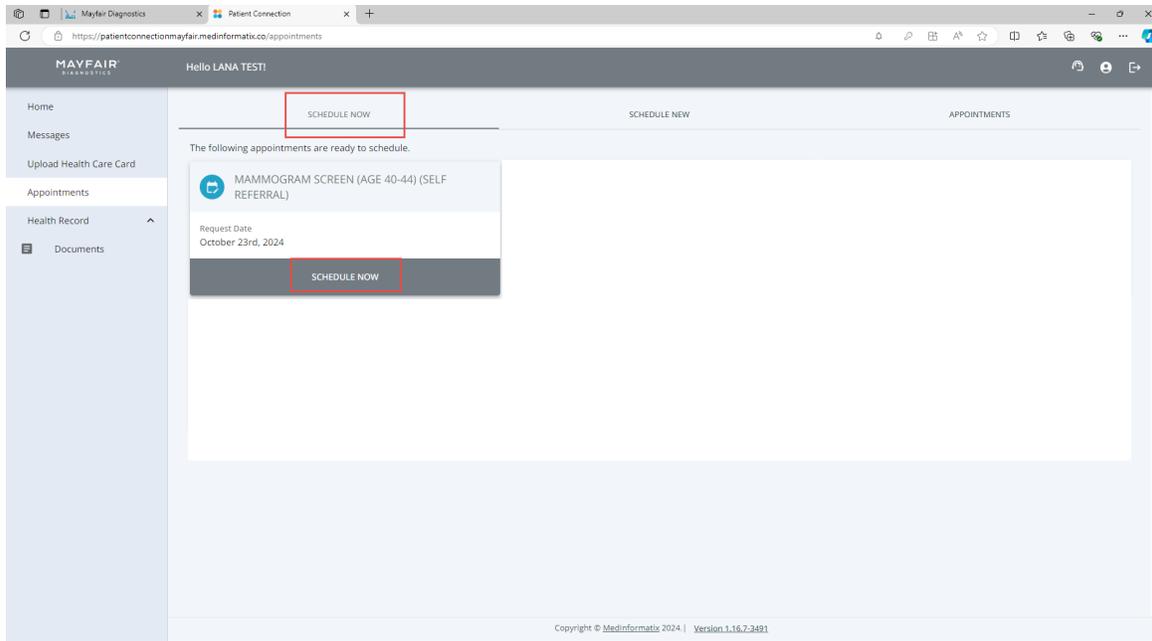


13) You can now click the *Done* button. Based on your preference (email or text message), you will receive a message back from our scheduling team within one business day.

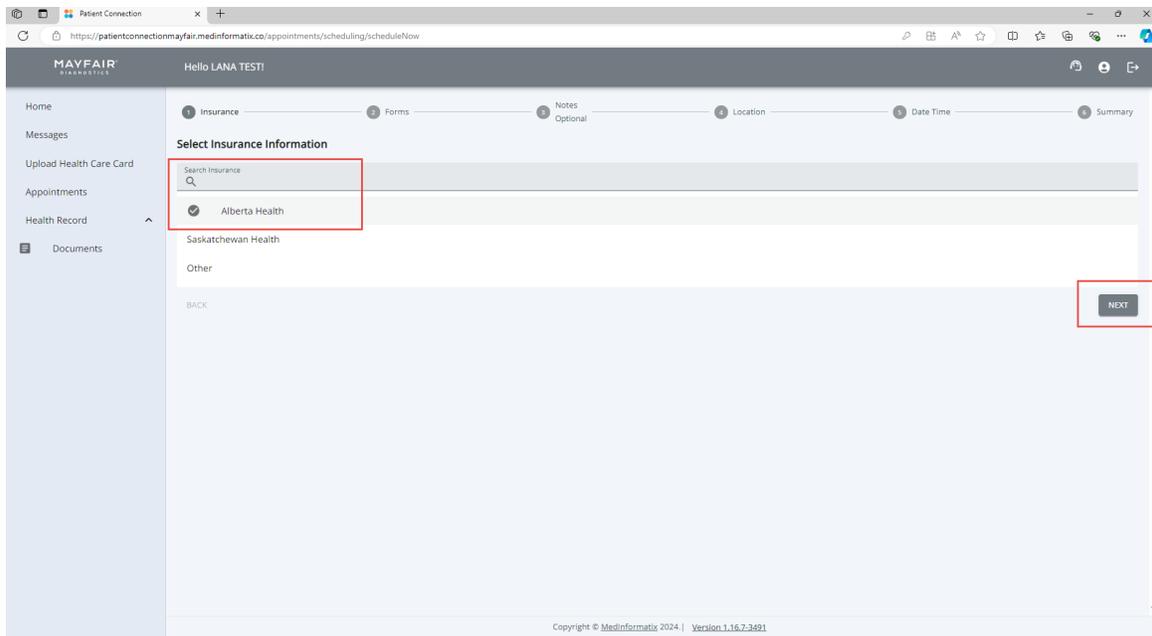


14) Once you receive a message back from our scheduling team either via email or text, you can click on the link in the message to continue booking your appointment. You can now log into *Patient Connection* and click on the *Schedule Now* button.

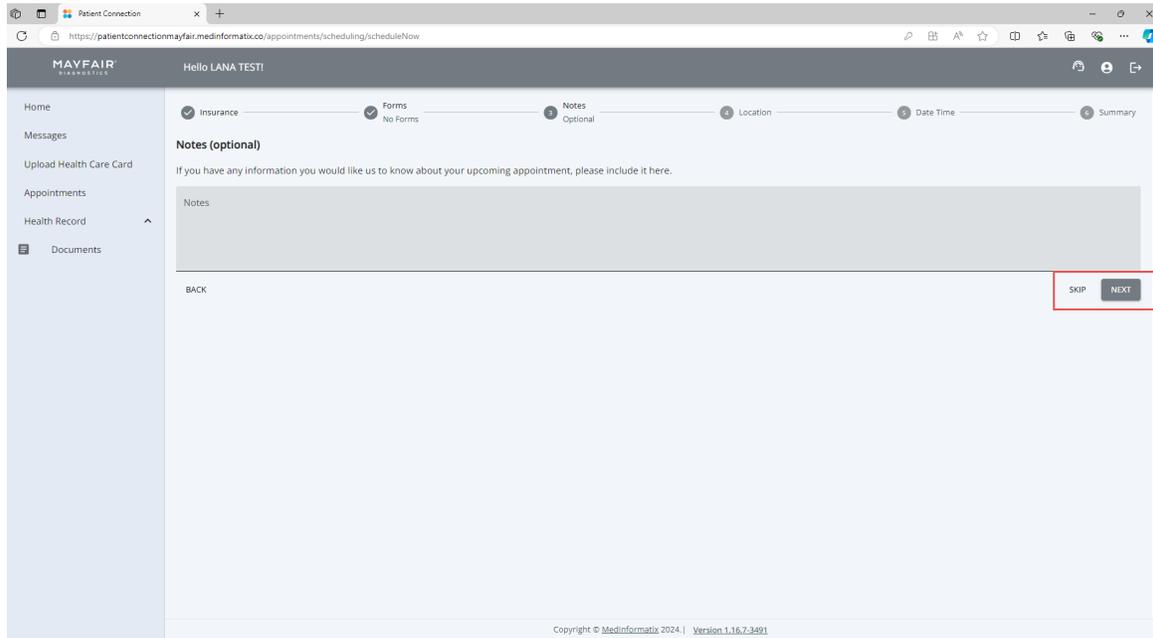




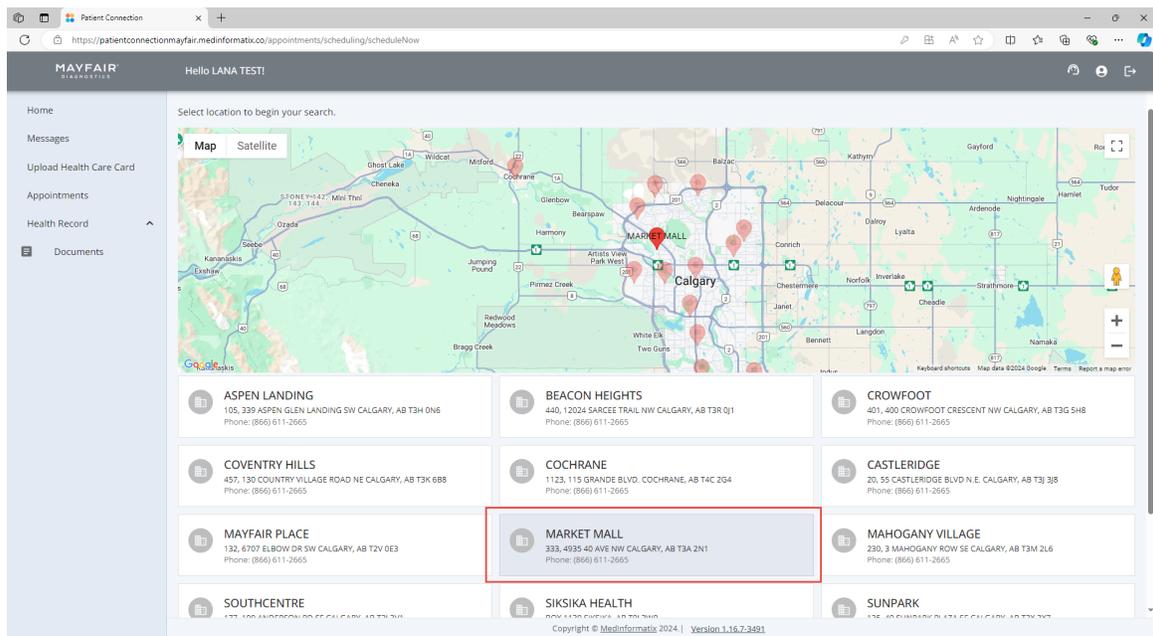
15) Next you will select the appropriate Insurance (Health Care) option and click *Next*. Typically, your insurance will be either Alberta Health or Saskatchewan Health if you are a permanent resident of either of these two provinces. Otherwise, *Other* may be the appropriate choice for you.



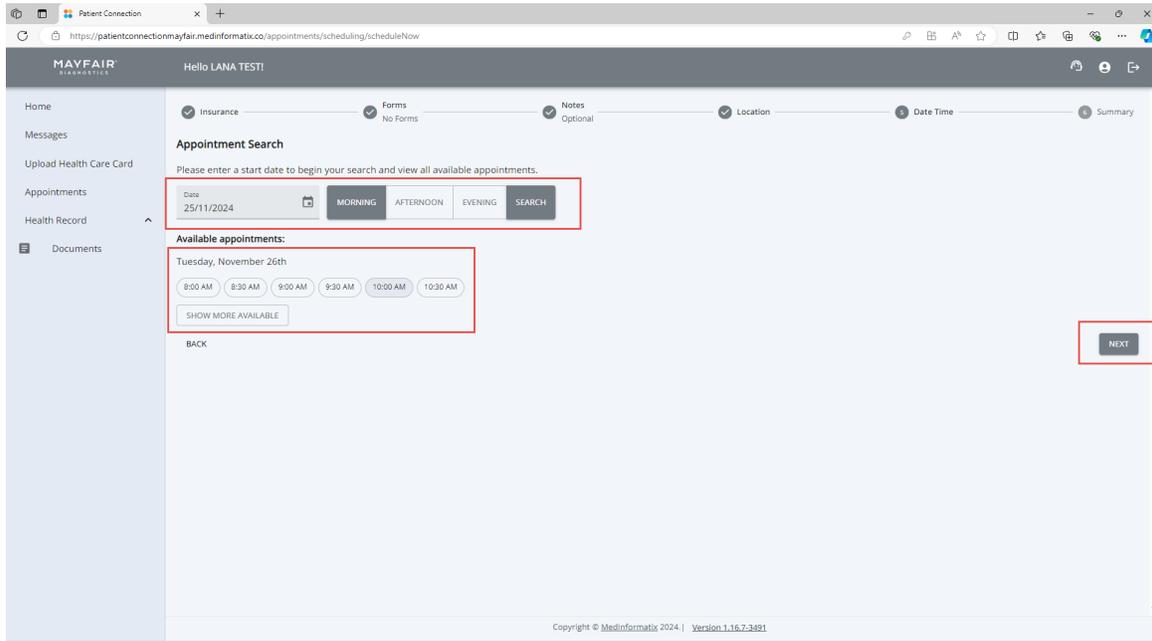
16) You can now add notes if needed and click on the *Next* button. If you do not have any notes to add, click on the *Skip* button.



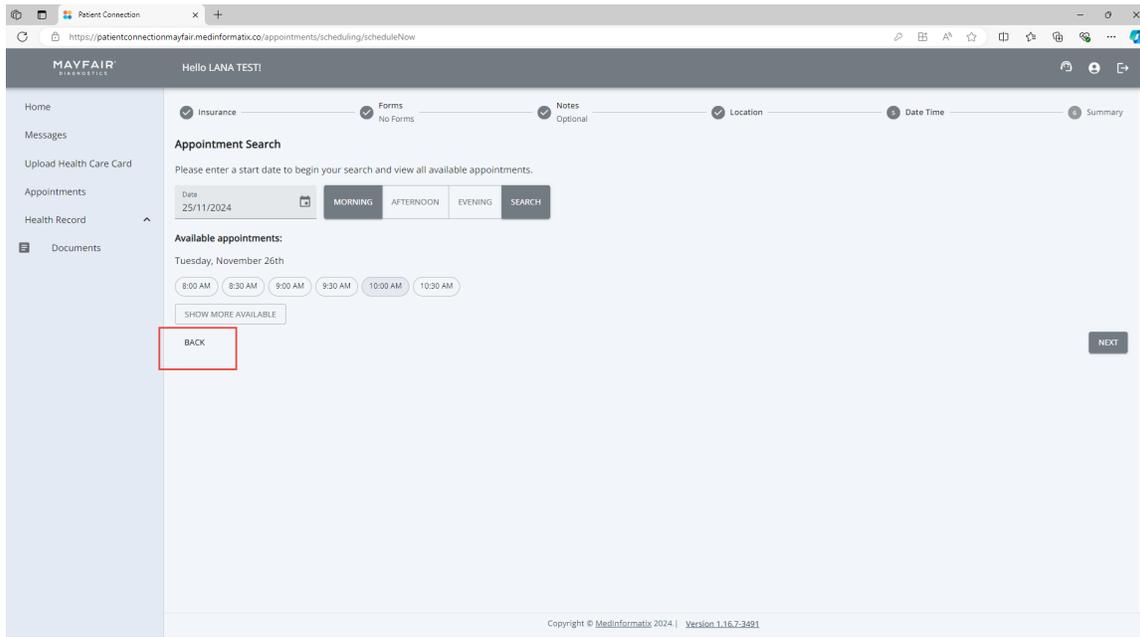
17) You will now be presented with a list of the Mayfair clinics. Select the clinic location you would like for your appointment. Once selected, scroll down the screen and click on *Next* in the bottom right-hand corner of your screen.



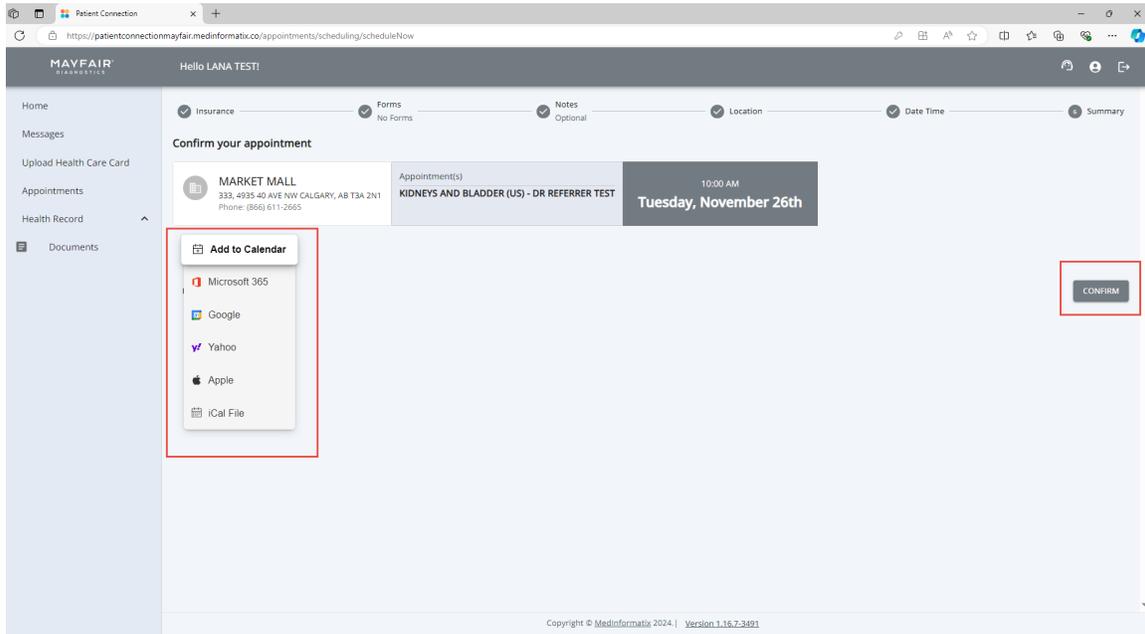
18) Next you can select the preferred date and time of day for your appointment and then click on the *Search* button.



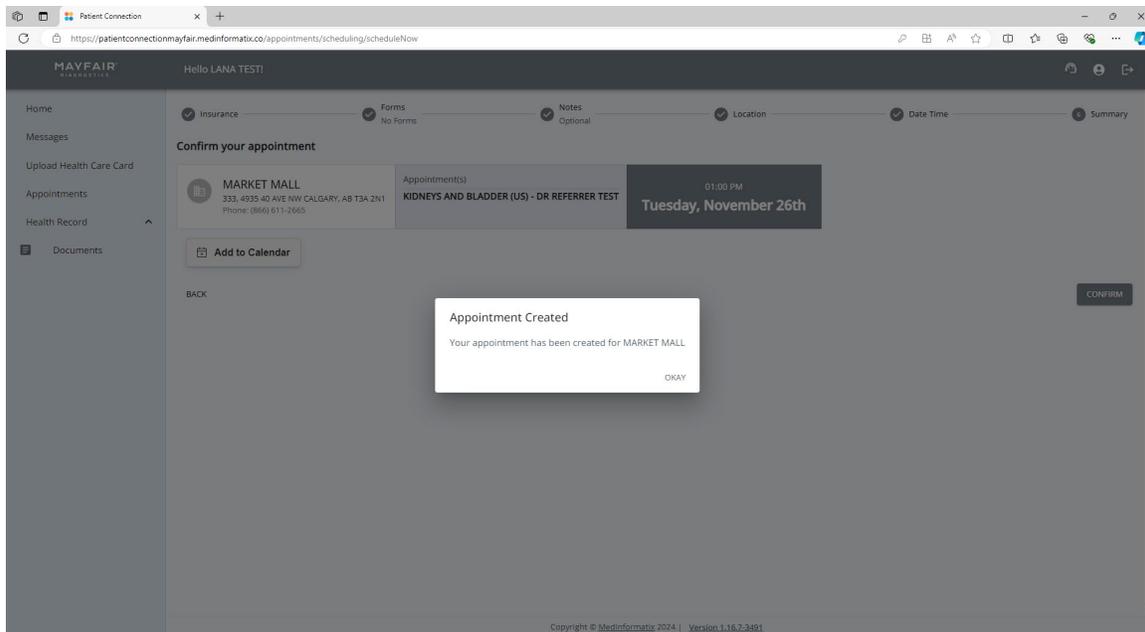
19) If you would like to see the availability at another Mayfair clinic location, click on the *Back* button indicated on the screen and select another clinic location.



20) Once you have chosen a clinic location, date and time, add the appointment to your calendar and click on the *Confirm* button.

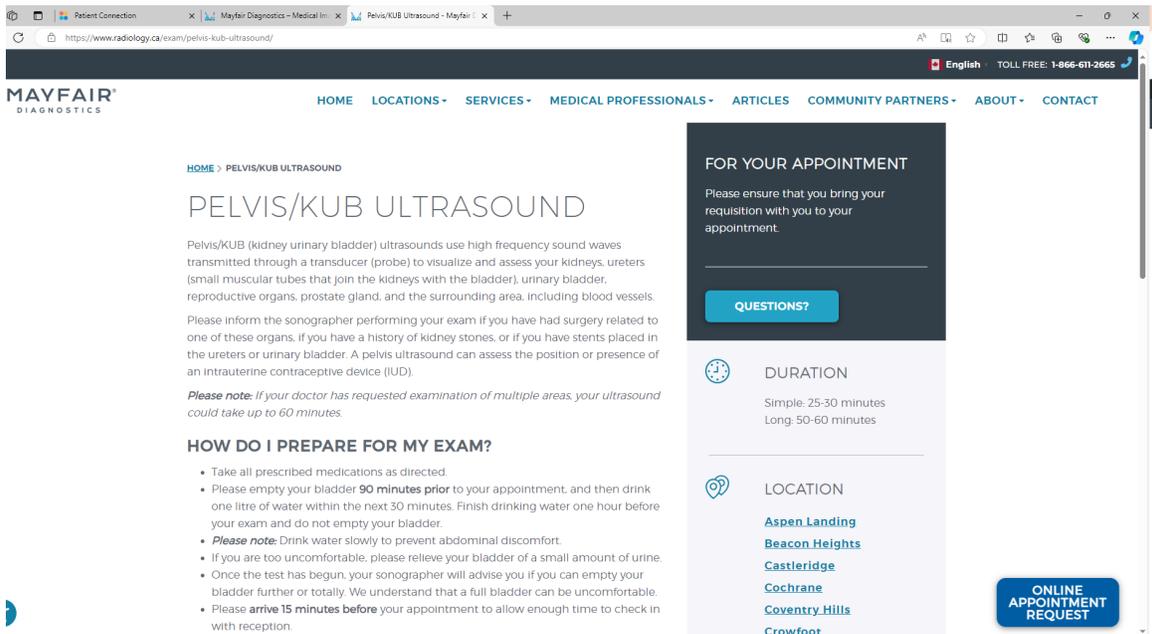
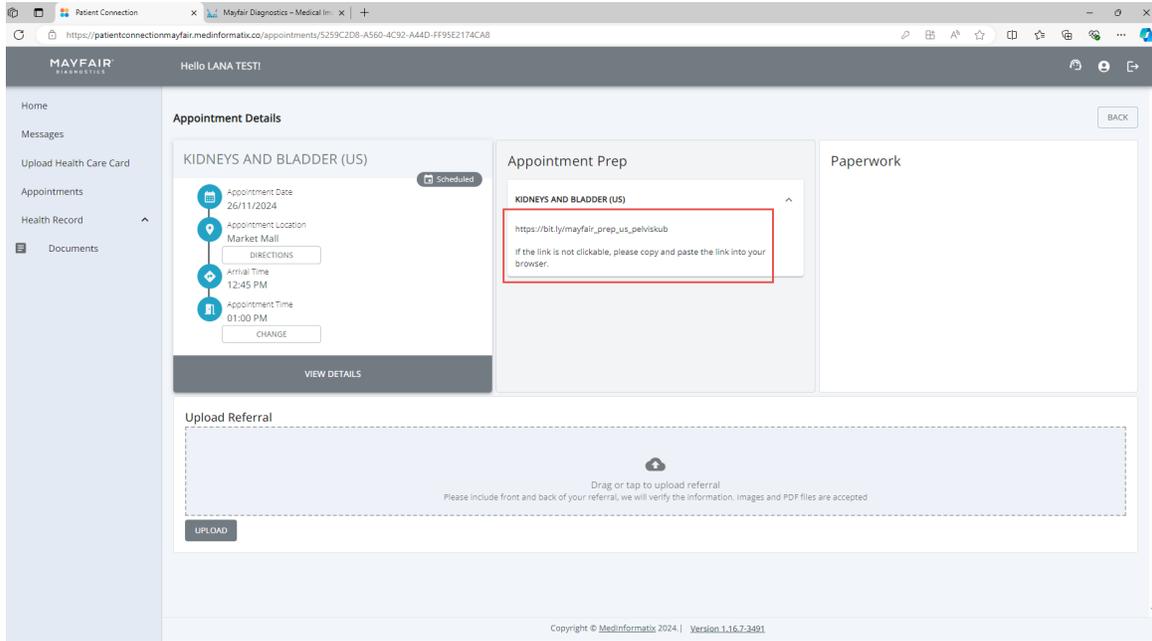


21) Your appointment has been created and you can click *Okay*.

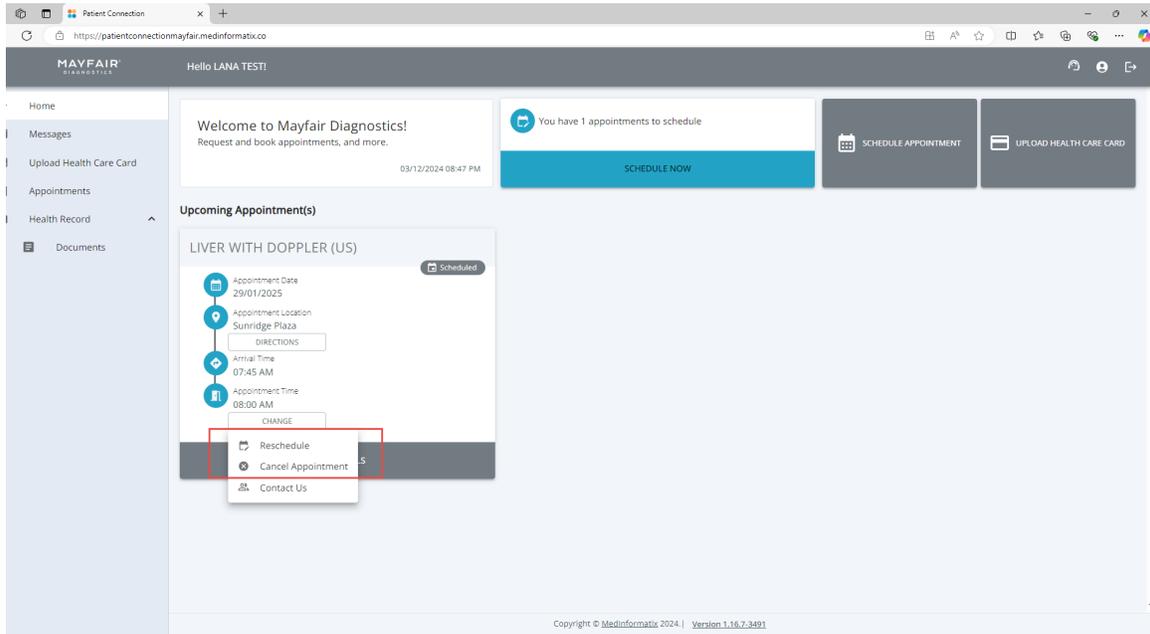


22) After clicking *Okay*, you will receive a confirmation email or text message. You can then log into *Patient Connection* to view your appointment details and exam preparation instructions. It is important to review your exam preparation instructions.

23) To view your exam preparation instructions, copy and paste the URL provided on the screen into your web browser.



24) You can also easily reschedule or cancel an appointment by clicking on *CHANGE* in the *Upcoming Appointment(s)* tab.



25) If you have any questions or concerns, please call our Contact Centre at 1-866-611-2665.

Thank you for choosing Mayfair Diagnostics.