



The Breema Clinic Presents Our New Online Scheduling System

We are pleased to announce that we have switched to using an online scheduling system for keeping track of all client appointments.

With this new service that we provide, you can conveniently book your Breema sessions yourself at any time of the day or night! Our new online system is easy to use and allows you to schedule appointments at your usual time or at another time that works best for you. You will be able to make same-day appointments, a big help when we are not answering the telephone because we are with clients, or when the office is closed. You can use the online system up to one hour before the appointment time you wish to book.

The system automatically sends an email reminder the day before your appointment. Please let us know whether you would also like a reminder call, or if you prefer to not receive email reminders. The reminder email will have a link you can use to view your appointment and make any changes or cancellations. Please allow at least 24 hours notice for cancellations.

Note: Please don't reply to the reminder emails to make appointment changes, as that mailbox is not checked frequently.

As a current Breema Clinic client, we have created a profile for you and entered it into the scheduling system. If you have been coming to the Clinic on a regularly scheduled basis each week or month, we have already set up repeating sessions for you, for the usual day and time, through the end of this year. This will save you a great amount of time as you won't need to set up each of those appointments yourself.

All you need to do now is make sure we have your current email address. Then when you go to use the system you can log in immediately. From that point on, please use the online system to view and manage your appointments.

As a final note, you can always just call us at 428-1234. But we think you will like the flexibility of making your own appointments any time you wish to.

How to use the online scheduling system

There are only 10 easy steps!

- Go to the Breema Clinic website at <http://www.breemahealth.com>.
- Click the button that says Book NOW!
- In the Appointment Locator area, select your preferred practitioner, or select "No preference."
Selecting "No preference" will show all available openings for sessions.
- Select the type of session you would like to book.

A description of the session type you selected appears. Note: You still need to call us to book appointments with Dr. Schreiber, even though those sessions are listed on the drop-down menu.

- On the calendar, click the date you would like to book.
A scheduling grid for that date appears at the right, with available session times in white.
- Click the slot for the time and practitioner you would like to book.
The Selected Appointment Information area appears at the right, showing all the relevant information.
- Click whether you are a new or returning user.
You are a returning user if you have given the Clinic your email address and we have already entered it into the system for you.
You are a new user if you have not been to the Breema Clinic in 2011.
- If you are a returning user:
 - a. Enter your email address in the field provided.
- If you are a new user:
 - b. Fill in your contact information and your email address in the fields that appear.
- You can optionally enter any instructions about your session that you would like us to know in advance.
- You can optionally enter additional addresses in the E-mail Confirmation and Reminders text box, if you wish to receive email reminders at more than one address, or have someone else also receive your reminders.
- Click the Finalize Appointment button.

Upon logging in successfully your appointment will be confirmed, and a confirmation number will be provided. A link is provided for you to print the appointment confirmation if you wish.

In the Existing Appointments area, you can view all the appointments that you have scheduled or the Clinic has scheduled for you. Use the links provided to view details of or change the appointments, print them, or cancel them.