

How to Make an Appointment Online Using Your Patient Portal

Now that you have activated your account you can make your next appointment from the comfort of your own home or office any time of the day or night.

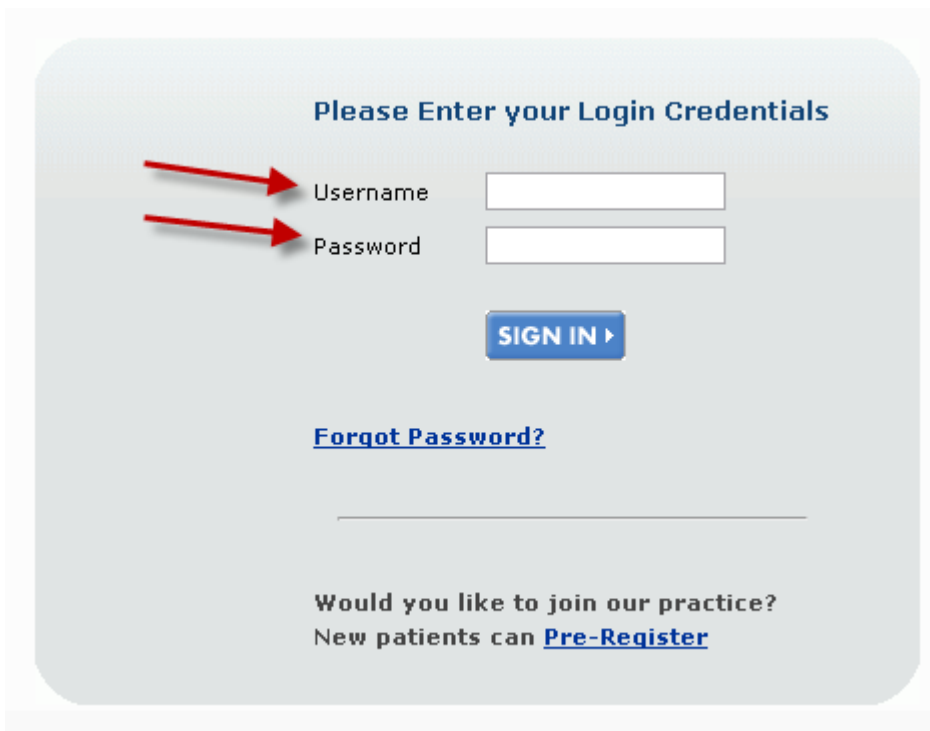
Only office visits can be scheduled. If you want to schedule an annual physical you still have to call the office.

If you have an urgent problem please call to assure a same day appointment if one is not available online.

First Step:

Go to the Patient Portal at <https://mycw9.eclinicalweb.com/portal107/jsp/login.jsp> OR follow the link provided at www.EssexInternalMedicine.com

Enter your Login credentials:



Please Enter your Login Credentials

Username

Password

SIGN IN >

[Forgot Password?](#)

Would you like to join our practice?
New patients can [Pre-Register](#)

Enter your Username and Password. Click on the Sign In button. You will arrive at the welcome window illustrated on the next page.

Questions/Concerns

 Ask Your Doctor

Messages

 Inbox

 Sent Messages

 Deleted Messages

Account Information

 Personal Information

 Additional Information

 Reset Password

Intake Forms

 Surgical and Allergies

 Immunizations

Review

 Lab / Diagnostic Reports

 Current Statement

 Past Statement

 Referrals

 PHR-Complete Report

 PHR-View

 Visit Summary

Appointments

 New Appointment

 Current Appointment

 Historical Appointments

Requests

 Refill Requests

 Lab Request

 Referral Request

Welcome RODNEY HORNBAKE,

Welcome to the interactive website for Essex Internal Medicine

Here you some of the things you can do here:

- Request or cancel an appointment
- Communicate with your doctor by way of secure, password protected email
- View your test results
- Request a referral to a specialist, a renewal of a prescription or a routine lab tests
- View your personal health record (PHR) and download a copy
- Receive reminders about preventive health services that are due for you
- Receive statements and pay bills
- Submit information in preparation for an appointment

The menu to the left outlines all these functions.

Our staff is eager to assist you in navigating our new site. Just ask.

Drs Baldwin, Hornbake and Spagnola

⚠ Please remember that this service is for non-urgent communications only!
If you have an emergency needing clinical care, please dial **911**.

Personal Health Record



Request your PHR

Messages

- No New Messages -

CLICK ON the New Appointment tab

Schedule Appointment

Appointment Search Criteria

Facility:

Provider:

Visit Type:

Reason:

Date From:

Preferred Time:

Notes:

Confirm And Book Appointment

Summary

Facility: Type "E" and select Essex Internal Medicine when it appears.

Provider: Select your doctor from drop down list. If he is not available you may select another doctor for the visit.

Visit type: Select "Office Visit" from drop down list. Physicals cannot be scheduled online.

Reason: Type a few words about the nature of the problem. You may also enter a note for more lengthy information you wish to convey.

Date from: You can select today's date or any day up to 20 days in advance.

Preferred time: Select your choice of times from the drop down list

Click SEARCH

Select your appointment and a Confirmation will appear. Congratulations, you have a confirmed appointment! You will also receive an email confirming your appointment.