

## *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

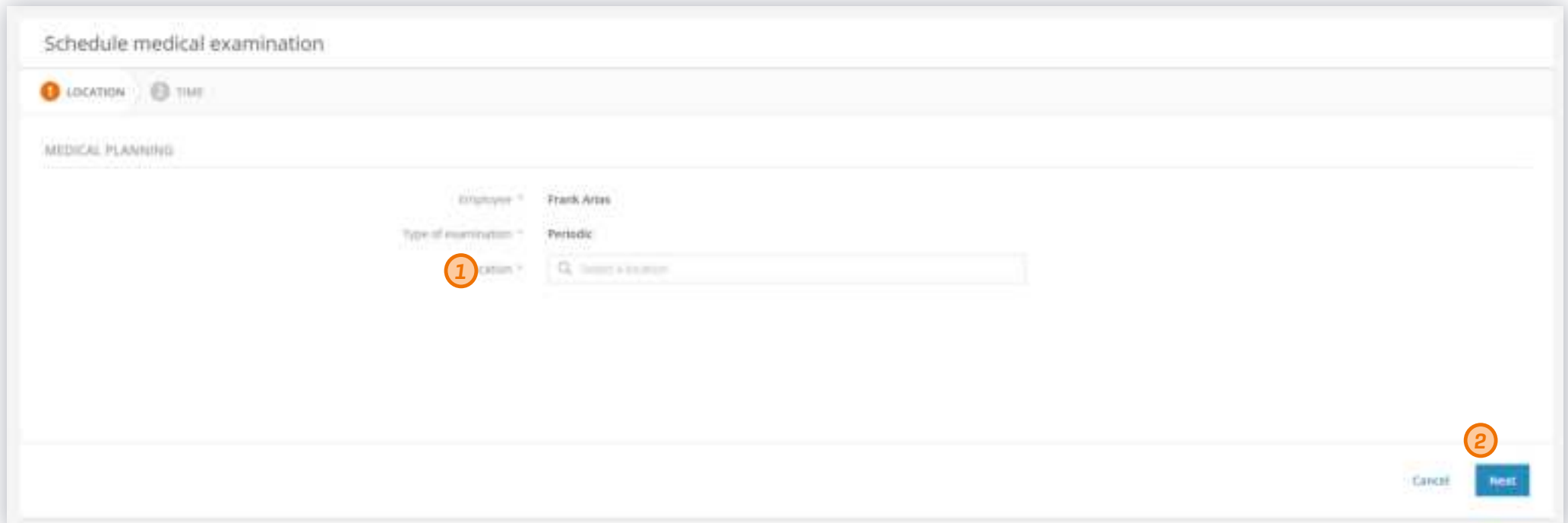
Employee	Frank Arlas
Type of examination	Periodic

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 Artes

Type of examination \* Periodic

1 Location \*

2 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: BLISSWIDE 1, 9000 GENT EXAMINATION: Periodic

There are 1 of available time slots within these criteria

Calendar: 1 Today

April 2024

MO TU WE TH FR SA SU

1 2 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

TIME SLOTS: < TUE 2 APR >

Time	Employee
08:30	Not available anymore
08:45	Not available anymore
09:00	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

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:	Floak A/les
Type of examination:	Periodic
Location:	SLUSWEG 1, 9000 GENÈVE
Date & Time:	Tuesday 02 Apr 2024 at 15:45

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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.