



VA Appointments User Guide



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My HealthVet VA Appointments Quick Guide

Below are steps to view your VA Appointments.

Option 1 to view VA appointments:

Step 1 – Sign in to your My HealthVet account



Step 2 – Locate and select the [View My VA Appointments](#) link

You are taken to the **View My VA Appointments** page. A table shows your VA Appointments for the last two (2) years.

Step 3 – View the details of a VA appointment by selecting the link to a specific clinic

Step 4 – (Optional) Select the print icon to print our VA appointments

Option 2 to view VA appointments:

Step 1 – Sign in to your My HealthVet account



Step 2 – Locate and select the [Blue Button Medical Reports](#) link

Step 3 – Select **VA Blue Button Report**

Step 4 – On the **Download My Selected Data** page:

1. Select a **Date Range**
2. Enter the **Start Date**
3. Enter the **End Date**
4. Select the **Types of Information** by clicking:
 - **Select the types of information to include (Default)**
 - Select **Future VA Appointments** or **All of the Above**
 - Click **Submit**

Step 5 – Choose an option to download your data:



or



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Note: Anytime you open/download a PDF file, you create a temporary file on the computer you are using. There is a risk of exposing your information when you download a PDF file, especially on public or shared computers. Learn more about [protecting your personal health information](#).

Schedule VA appointments:

Step 1 – Sign in to your My HealthVet account

A green rectangular button with the word "Login" in white text.

Step 2 – Locate and select the  box on the home page

You are taken to the **Schedule a VA Appointment** page

Step 3 – View the details of a VA appointment by selecting the link to a specific clinic

Step 4 – Click on the **Schedule a VA Appointment** button

Note: If you do not receive care at a facility that participates in online scheduling, you will not see the **Schedule a VA Appointment** button. VA appointment scheduling is [available at select VA Medical Centers](#).

Step 5 – Sign in with your My HealthVet User ID and Password

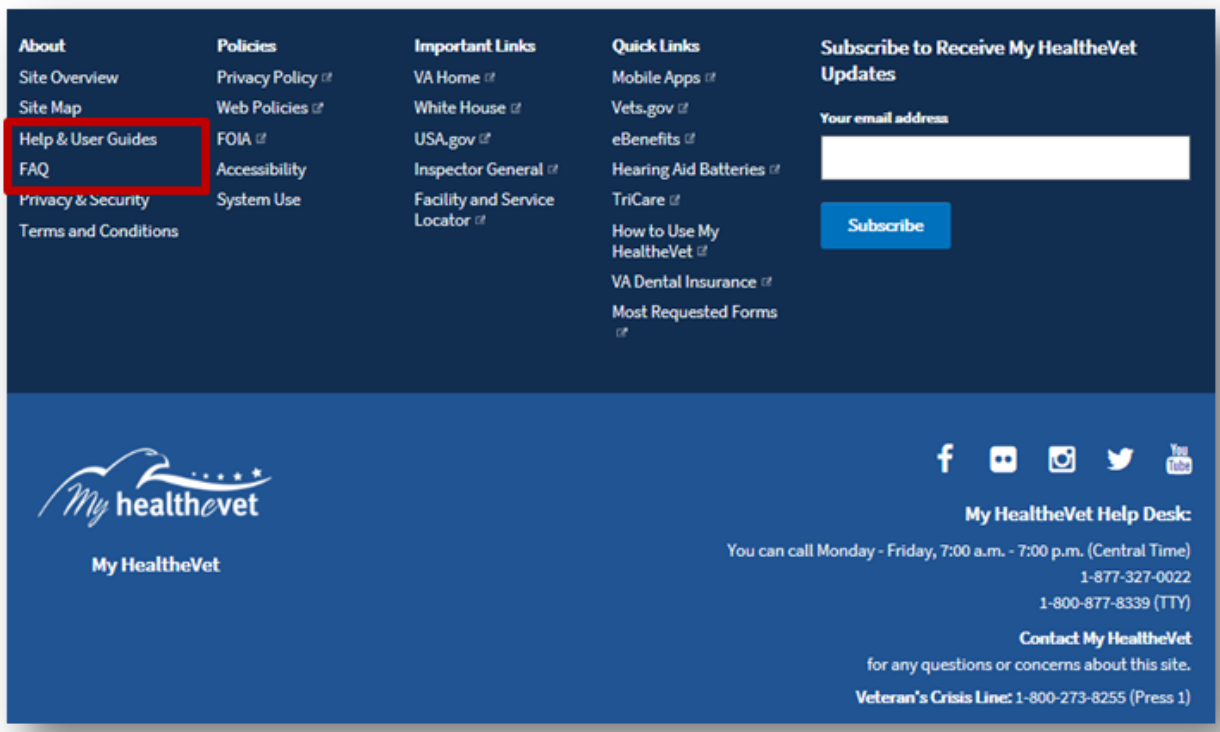
Step 6 – Accept the End User License Agreement

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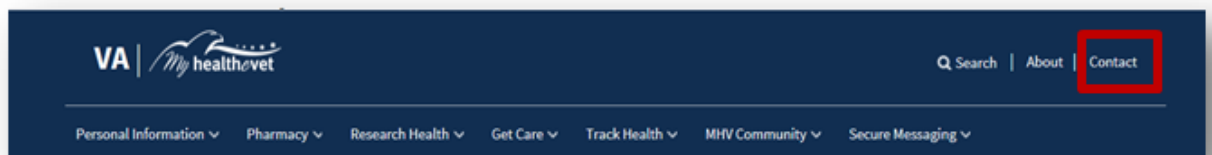
Where to Find Help

Frequently Asked Questions, Help and Contact MHV

- (1) Select **FAQ** to go to **Frequently Asked Questions** and get commonly asked questions and answers about VA Blue Button.
- (2) Select **Help & User Guides** for general guidance on using My HealthVet and User Guides for My HealthVet features.



- (3) Select **Contact** to send a message to the My HealthVet Help Desk or contact them at 1-877-327-0022 Monday - Friday, 7:00 a.m. - 7:00 p.m. (Central Time), or 1-800-877-8339 (TTY).



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VA Appointments – Feature Overview

VA Appointments give VA patients a detailed view of their VA clinic appointments 24 hours a day, 7 days a week. You have the option to view your VA Appointments if you have a My HealthVet [Premium](#) account and have registered as a VA Patient. The [VA online scheduling](#) tool may be available to access your appointments that are from your official VA Medical Record.

The VA Appointments feature gives you the option to:

- View VA appointments on the Health Calendar
- Add non-VA appointments to the Health Calendar
- Look up past appointments from the last two years
- Find the location of the VA facility for your appointments
- Set up email reminders for upcoming VA appointments
- Print a list of your future VA appointments
- Access the online scheduling tool

Use the [VA Blue Button](#) as another way to download or print your VA Appointments. You can also use [Secure Messaging](#) to send a message to your participating health care team requesting, canceling or rescheduling a VA clinic appointment.

If you have already registered for a My HealthVet account and need to check that you have registered as a **VA Patient**, you can do the following:

- Login to My HealthVet
- Select the **PERSONAL INFORMATION** tab
- Select the **My Profile** sub-tab
- Under **What is Your Relationship to VA**, if you use the VA Health Care System, make sure you select the **VA Patient** checkbox
 - If **VA Patient** is not checked and you use the VA Health Care System, select this box
 - This will put a checkmark in the box
- Select the **Save** button at the bottom of the screen

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You are responsible for protecting the personal health information you print out or download. *It is important to protect your information.* Protect this information the same way you would protect your banking or credit card information. Do not leave your printed information in a printer. Do not save your downloaded information to a public computer. When using a public computer, save your health information to a CD or a thumb drive. Remember to take the CD or thumb drive with you when you finish.

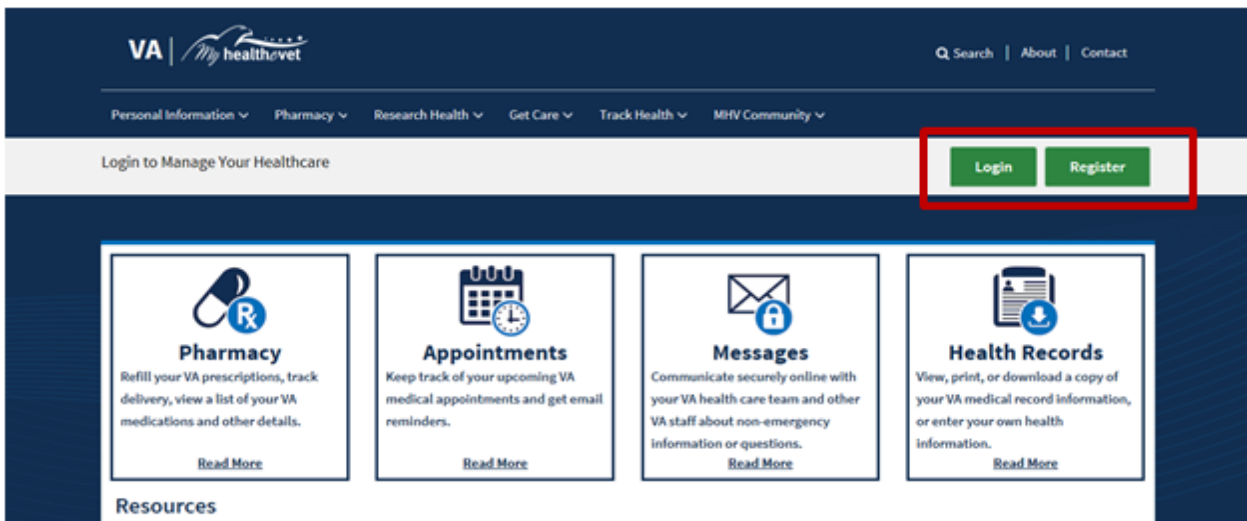
IMPORTANT: Please note that any information entered in your My HealthVet account is for you only and is not shared with your VA facility. If you need to update the information in your official VA record, including the mailing address for your VA prescriptions, please contact the appropriate office at your local VA facility.

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Getting Started with VA Appointments

Step 1 – Sign in to My HealthVet

Sign in to your My HealthVet account by selecting the **Login** button on the right side of the screen to access VA Appointments. You must have already registered as a user. If you do not have a My HealthVet account, register by selecting the **Register** button on the right side of the screen and complete the registration form. Click on the login link in the Congratulations box to log in to your account.

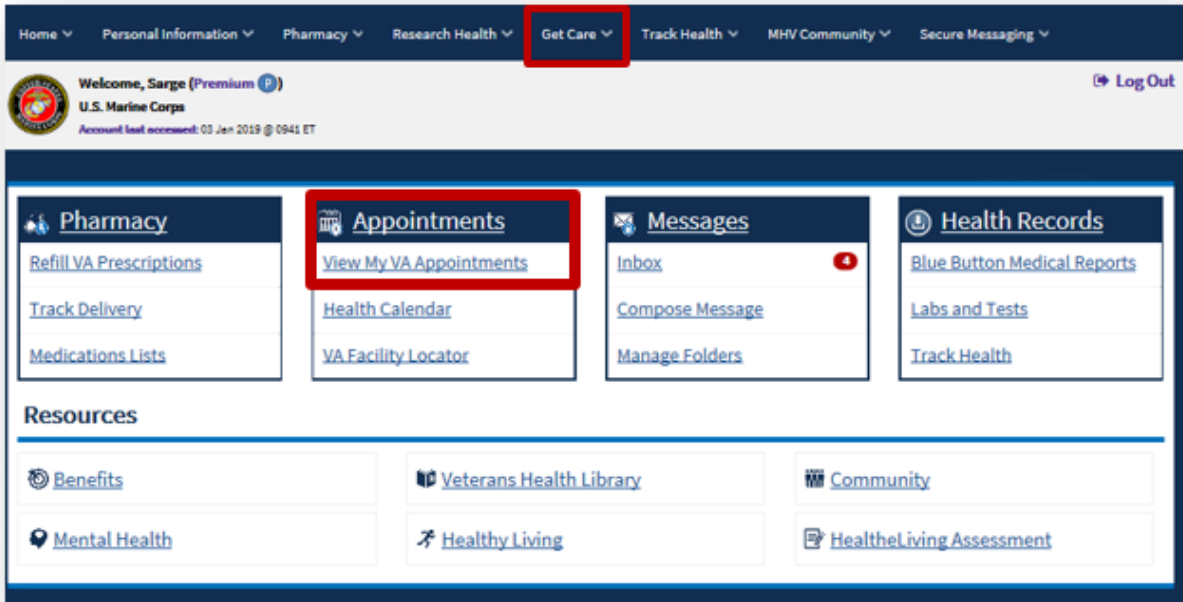


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Step 2 – View VA Appointments

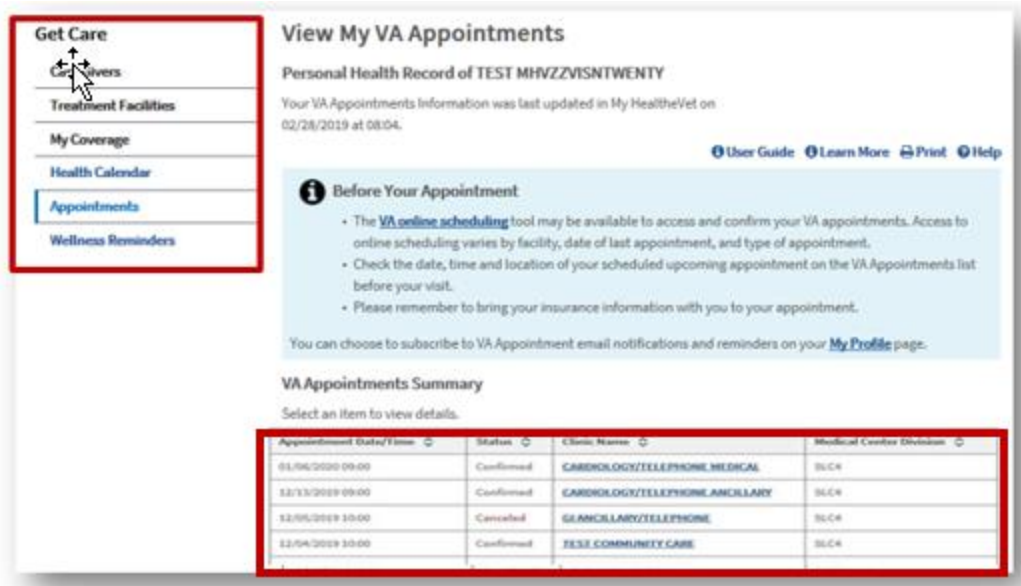
After logging in, there are three ways you can access VA Appointments:

- (1) Select the **Appointments** or **View My VA Appointments** link in the dashboard
- (2) Or, select **Appointments** under the **Get Care** tab



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- (3) The **Get Care** Quick Link box provides easy access to the **Appointment** feature.
- (4) The VA Appointments Summary page displays a table that shows the past two (2) years and your future VA Appointments. This information is from your official VA Medical Record.



Get Care

- Caregivers
- Treatment Facilities
- My Coverage
- Health Calendar
- Appointments**
- Wellness Reminders

View My VA Appointments

Personal Health Record of TEST MHVZZVISNTWENTY

Your VA Appointments Information was last updated in My HealthVet on 02/28/2019 at 08:04.

[User Guide](#) [Learn More](#) [Print](#) [Help](#)

Before Your Appointment

- The [VA online scheduling](#) tool may be available to access and confirm your VA appointments. Access to online scheduling varies by facility, date of last appointment, and type of appointment.
- Check the date, time and location of your scheduled upcoming appointment on the VA Appointments list before your visit.
- Please remember to bring your insurance information with you to your appointment.

You can choose to subscribe to VA Appointment email notifications and reminders on your [My Profile](#) page.

VA Appointments Summary

Select an item to view details.

Appointment Date/Time	Status	Clinic Name	Medical Center Division
01/06/2020 09:00	Confirmed	CARDIOLOGY/TELEPHONE MEDICAL	SLC4
11/13/2019 09:00	Confirmed	CARDIOLOGY/TELEPHONE ANCILLARY	SLC4
12/05/2019 10:00	Cancelled	GLAUCOLARY/TELEPHONE	SLC4
12/04/2019 10:00	Confirmed	FESI COMMUNITY CARE	SLC4

- (5) **(Optional)** You may subscribe to VA Appointment email notifications and reminders via your [Profiles](#) page.

NOTE: My HealthVet does not share your information with VA's appointment system. To cancel, change or request an appointment with your VA health care team, you will need to contact your local VA.

- (6) Select an appointment link to view details:

Appointment Date/Time	Status	Clinic Name	Medical Center Division
01/06/2020 09:00	Confirmed	CARDIOLOGY/TELEPHONE MEDICAL	SLC4

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- (7) The event details display:

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Before Your Appointment

- The [VA online scheduling](#) tool may be available to access and confirm your VA appointments. Access to online scheduling varies by facility, date of last appointment, and type of appointment.
- Check the date, time and location of your scheduled upcoming appointment on the VA Appointments list before your visit.
- Please remember to bring your insurance information with you to your appointment.

You can choose to subscribe to VA Appointment email notifications and reminders on your [My Profile](#) page.

Event Detail

You are viewing appointment information from your VA Facility.

Appointment Date/Time	11/06/2019 11:00
Medical Center Division	DAYT29 TEST LAB
Clinic Name	ADTP ALSO CALLED TEST Also Called: ADTP SM
Clinic Contact Information	
Additional Contact	
Status	NOT APPLICABLE

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Step 3 – Self-schedule or Request VA Appointments

To self-schedule your VA Appointments, you must have had a primary care appointment within the last two years at a VA facility that participates in online scheduling. VA appointment scheduling is [available at select VA Medical Centers](#). You can request help scheduling primary care appointments at facilities where you receive care. You can also self-schedule or request help scheduling specialty appointments, such as outpatient mental health, optometry, and audiology, at participating facilities.

- (1) After logging in, select the **Schedule or Cancel a VA appointment** box on the bottom right side of the page:



- (2) Click on the **Schedule a VA Appointment**:

- (3) Complete the requested information.

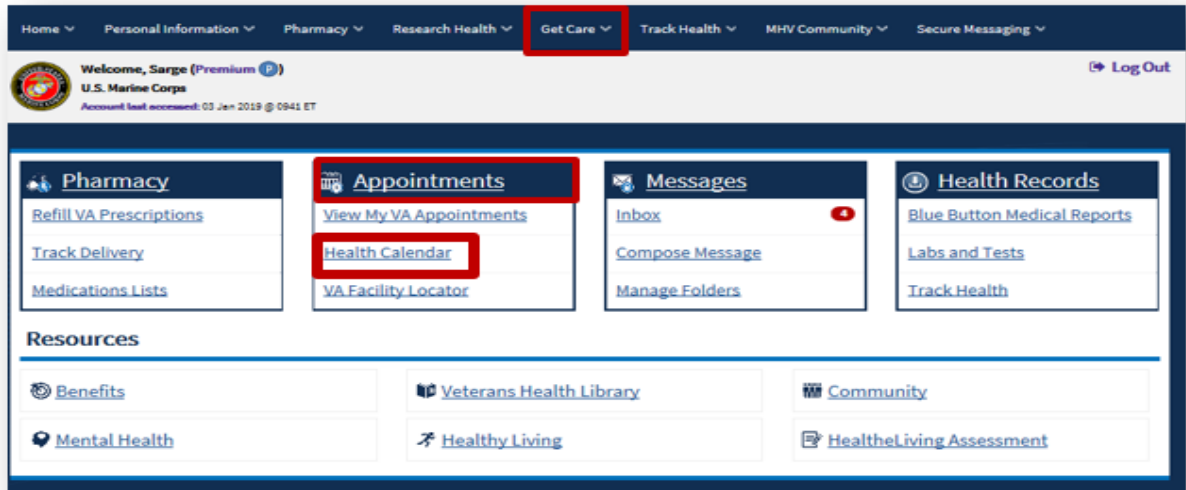
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Health Calendar

View VA Appointments in the Health Calendar

There are three ways you can access the Health Calendar:

- (1) Select the **Appointments** link in the Dashboard. Click on the **Health Calendar** quick link.
- (2) Or, Select **Health Calendar** in the Dashboard
- (3) Another way, select **Health Calendar** under the **Get Care** tab



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- (4) Your upcoming VA Appointments display in your calendar. The **Month** view is shown below. You can choose the types of events you want to view on your calendar by selecting them in the **Showing Event Types** menu and clicking the **Update View** button.

My HealthVet / Set Care / Health Calendar

Day Week **Month** List View To-Do's

Jump to Date: Add Event Add To-Do Search Events / To-Do Search

Print Help Preferences Export

i Please check your VA Appointments before your clinic visit. This will let you know if your appointment has been changed or cancelled.

***Please remember to bring your insurance information with you to your appointment.

Showing Event Types:

- Anisha's test
- Federal Holidays (Observed)
- Flu Shots
- HealthCel Demo
- Holidays
- Lisa Test
- Local Events
- My Recovery Plan Events
- My Tasks
- National VA Events
- Personal Events
- VA Appointments
- VISN/Regional VA Events
- anisha test
- josh test events
- sandeep test event
- test

Update View

View/Change Preferences for VA Local and National Events

Current Date: September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	6	7	8

i For information about how to get the most out of your appointment [Learn more >](#)

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(Optional) Add Non-VA Appointments to Your Health Calendar

You can add your non-VA appointments to your VA Health Calendar:

- (1) Select the **Add Event** link, fill in the form, then select **Save**

Mr. HealthVet / Vet Care / Health Calendar

Day Week Month List View To-Do's


Event Details Jump to Date: [Add Event](#) [Add To-Do](#) [Search](#)

[Help](#) [Preferences](#) [Export](#)

Event Name:


Location:

Description:


Start Time: 


Hour Minute

All Day Event

End Time: 

Hour Minute

Repeats: 

Until: 

[Save](#) [Cancel](#)

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Download Your VA Appointments Using VA Blue Button

To download your VA Appointments using the VA Blue Button feature:

1. Select the **Blue Button Medical Reports** link on the My HealthVet home page
2. Click **VA Blue Button Report**

On the **Download My Selected Data** page:

1. Select a **Date Range**
2. Enter the **Start Date**
3. Enter the **End Date**
4. Select the **Types of Information** by clicking:
 - **Select the types of information to include (Default)**
 - Select **Future VA Appointments** or **All of the Above**
 - Click **Submit**
 - Select **View/Download PDF** or **View/Download TXT** in the **I want to...column**

Note: Anytime you open/download a .pdf file, you create a temporary file on the computer you are using. There is a risk of exposing your information when you download a .pdf file, especially on public or shared computers. Learn more about [protecting your personal health information](#).

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