

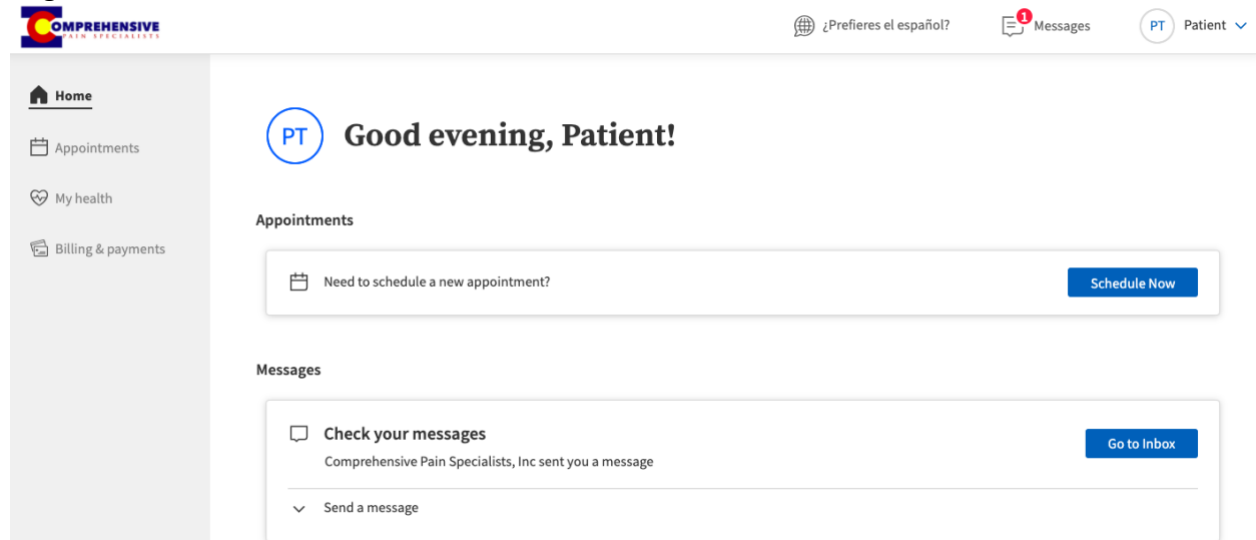
CPS Portal - Scheduling Instructions

Please go to our website, ComprehensivePainSpecialists.com

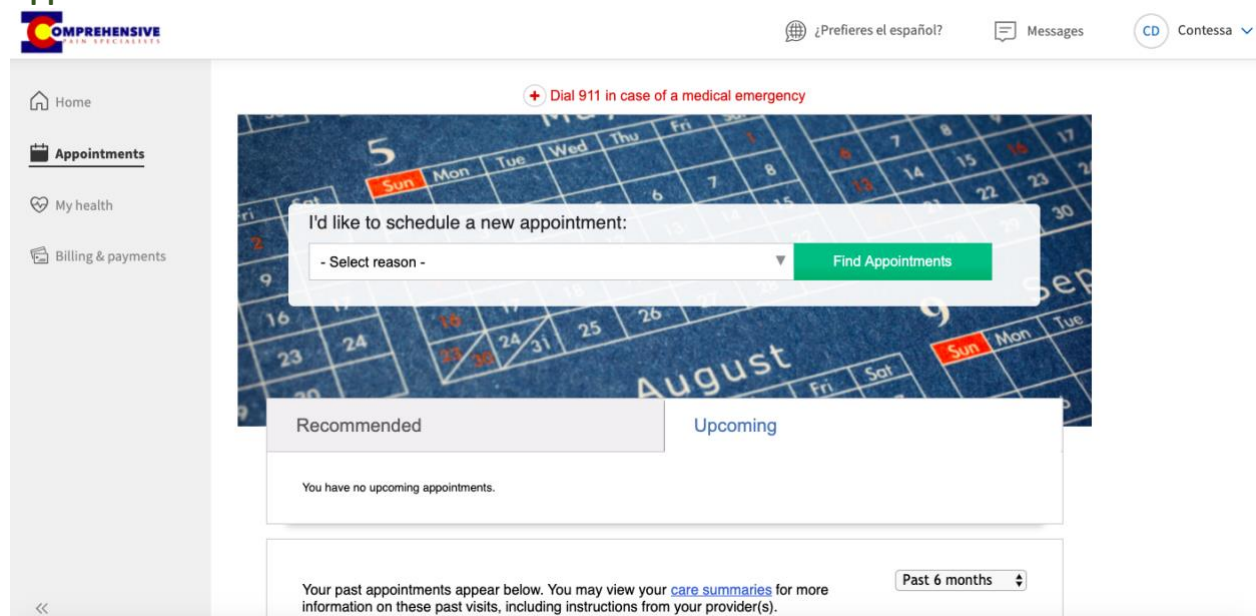
Click on [Access the Portal](#) and login to your portal account

------(for assistance with creating a portal account, see [CPS Portal Instructions](#))

When you are logged into the portal, you will be on the **Home** Page of the CPS Portal. See below screen. From this screen, you can create an appointment by clicking on the blue **Schedule Now** button in the middle of the screen. It will then take you to the Appointments Page.



You can also reach the appointments page by clicking on **Appointments** on the left side task bar of the CPS Portal. Now that you are on this page, appointments can be made. Search the “- Select reason-” dropdown menu, select “Follow Up” and then clicking the green **Find Appointments** button.



CPS Portal - Scheduling Instructions

You will be then directed to the [Currently Scheduling: Find Appointment](#) page of the CPS Portal. First, choose the date you want to have your appointment. Then select the available time you wish to have your appointment from the available times and providers on that date. Please note that the providers are on the right side of the screen going down. The available times for each provider are listed next to the provider.

Currently Scheduling: [Follow Up](#)
Find Appointment ● ○ ○

April 2020

S	M	T	W	T	F	S
		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		

Provider:

Location:

Times:
 Morning
 Afternoon
 Evening

Monday, April 6, 2020


LEAH RESNICK, PA
COMPREHENSIVE PAIN SPECIALISTS
◀ 9:00 AM 9:20 AM 9:40 AM 10:00 AM 10:20 AM 10:40 AM ▶

SARAH BAILEY, PA
COMPREHENSIVE PAIN SPECIALIST
◀ 9:00 AM 9:20 AM 9:40 AM 3:20 PM ▶

VIEHMAN
COMPREHENSIVE PAIN SPECIALIST
◀ 9:20 AM 11:20 AM ▶

JOSHUA STONEBURNER, PA
COMPREHENSIVE PAIN SPECIALISTS
◀ 9:40 AM 1:40 PM 2:40 PM 3:00 PM 3:20 PM ▶

Select the time you wish to be seen. In this example below, I have selected Joshua Stoneburner, PA, for Monday April 6th, at 9:40AM. See the time 9:40AM highlighted in green.

Exit  Patient

Find Appointment ● ○ ○

April 2020

S	M	T	W	T	F	S
		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		

Provider:

Location:

Times:
 Morning
 Afternoon
 Evening

Monday, April 6, 2020

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◀ 9:40 AM 1:40 PM 2:40 PM 3:00 PM 3:20 PM ▶

CPS Portal - Scheduling Instructions

After you select the time, the next screen will allow you to schedule the appointment in the CPS Portal. This screen will also allow you to leave any notes so that you may remember to discuss them with your provider at your appointment. Enter any notes you may have in the notes box and then click the green **Schedule Now** button to complete the appointment scheduling.

[Exit](#)  PT Patient

Review and Schedule Appointment

Appointment Information Schedule Now

Appointment	Location	Date and Time
Follow Up JOSHUA STONEBURNER, PA	COMPREHENSIVE PAIN SPECIALISTS	Monday, April 6, 2020 at 9:40 AM


Notes

Use this space to record anything you'd like to remember to discuss during your visit.
This note will not be seen until the time of your visit.

500 of 500 characters

Note: For urgent questions, please call our office. If you are experiencing a medical emergency, dial 911.

After you click the **schedule now** button and schedule the appointment, in the next screen you will receive immediate confirmation from the portal. See example below from the portal. It shows that the appointment has been scheduled and that an email confirmation was sent. This particular example shows confirmation for an appointment that was scheduled for May 11, 2020.

[Exit](#)  CD Contessa

✔ Thank you! Your appointment has been scheduled.
We have sent an email confirmation.

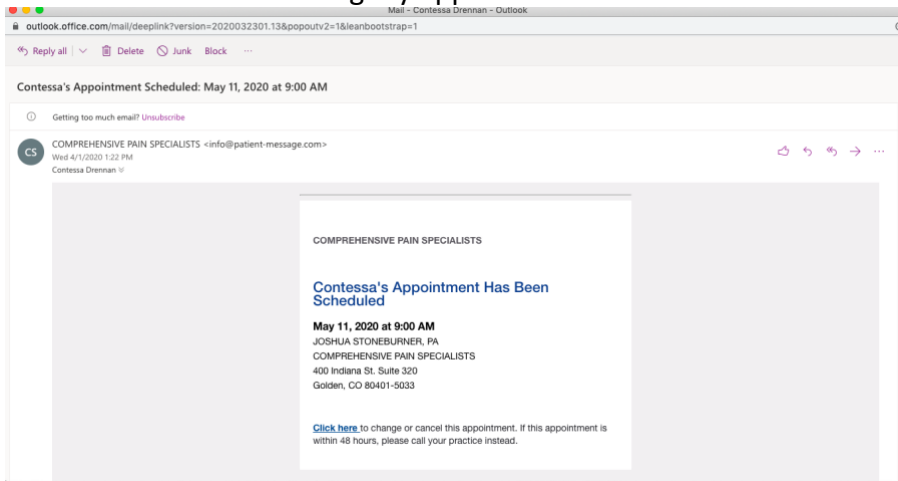
Appointment Information

Appointment	Location	Date and Time
Follow Up JOSHUA STONEBURNER, PA	COMPREHENSIVE PAIN SPECIALISTS	Monday, May 11, 2020 at 9:00 AM

Your Notes	Patient Instructions	Directions to Our Office
test, josh.	Please remember to bring your current insurance information and your method of payment to your appointment. We accept cash, checks, Mastercard, and Visa for payments and copays.	COMPREHENSIVE PAIN SPECIALISTS Get directions 400 INDIANA ST, SUITE 320 GOLDEN, CO 80401-5033

CPS Portal - Scheduling Instructions

You will also receive an email that confirms your scheduled appointment. See below email confirming my appointment.



Congratulations, your appointment is scheduled.

The next time you log into the portal, your appointment shows up on the portal home page.

