

**Dan Filene, MD**  
**Online Scheduling Instructions**

To access scheduling:

1. Go to [www.danfilenemd.com](http://www.danfilenemd.com)
2. Click the “ONLINE SCHEDULING” page
3. Click the link to go to the scheduler.
4. Enter your username and password (you can bookmark this page on your computer for easier future access.)

To view, reschedule, or cancel upcoming appointments:

1. Click the “My Appointments” tab. You can now view upcoming appointments.
2. To reschedule, click “Reschedule”, then choose a new appointment date & time.
3. To cancel without rescheduling, click “Cancel”.
4. Note that you cannot cancel or reschedule online less than 24 hours in advance. If you must make a late cancellation/reschedule, please contact me directly.

To make a new appointment (*Note: Online appointments must be made at least 48 hours in advance. If you are in need of a more urgent appointment, please contact me directly.*)

1. Click the “Make Appointment” tab.
2. Click on the type of appointment you would like to make.
3. On the calendar, shaded days have available appointments. (Change the month by using the blue arrows at the top of the calendar.)
4. Click on a shaded day; open appointment slots are shown below.
5. Click on an appointment time to choose it.
6. Review the appointment details and enter any comments.
7. If you do *not* want an email message when your appointment is confirmed, or an email reminder before your appointment, uncheck the appropriate boxes.  
Reminder” box.
8. Review cancellation & no-show policies.
9. Click “Make Appointment.”

To change your username or password:

1. Click the “My Profile” tab.
2. Click “Change username/password”.

To change or delete your email address, or add/remove email reminders:

1. Click the “My Profile” tab.
2. Click “Update”
3. Make changes and click “Save”.