

Greetings patients of Adam Rinde, ND,

In order to save time and provide convenience for my patients and practice, I am now offering online scheduling through Time Trade. This service is very easy to use; however I want to provide instructions for you to avoid confusion. Please note, if you prefer to schedule your appointments via phone feel free to continue to call my appointment line at 425-736-1252.

Instructions for new users.

- 1) Open your internet browser and go to <http://drrinde.timetrade.com> (if misplaced this link will be posted on the main website www.soundintegrative.com)
- 2) Click on text stating "click here" if you are a first time user to register.
- 3) Enter all the information and choose a user name and password.
- 4) After completing form click next.
- 5) Review screen to make sure information is correct.
- 6) If incorrect, click back and correct errors.
- 7) If correct, click submit.
- 8) YOU WILL NOW BE IN THE MAKE APPOINTMENT SCREEN
- 9) Select option for the Type of Service you are wanting listed in the **scroll** box. Acute Visits are for new health complaints and are 30 minutes in duration, Return visits are for follow-up visits on existing problems and are 30 minutes in duration, Physical Exams are 60 minutes in duration and reserved for annual physicals and. First Office calls are 60 minutes and reserved for new patients.
- 10) After selecting type of service, Time Trade will show you the list of available appointments within the next week. To book further out, then press the **+** key at top of the calendar and you will be shown additional weeks.
- 11) When you find a time that is convenient for you and available, click on the box corresponding to the date and time.
- 12) Time trade will ask you questions pertaining to your visit, please answer the questions.
- 13) Click Next
- 14) Review appointment details.
- 15) If corrections necessary click back, otherwise Click Make Appointment
- 16) An email is sent to your mailbox with directions and cancellation information
- 17) Click Finish.

In the future, all you'll need to do is go to <http://drrinde.timetrade.com> and enter your user name and password, and the process will be even quicker.