



### **Step by step process for School Districts booking a Virtual Visit for students:**

Please understand the link provided to you is a private link created only for the local school districts.

**DO NOT GIVE OUT THE FOLLOWING LINK TO PARENTS OR STUDENTS!**

#### **School District Steps:**

1) Set up Virtual Visit by clicking this link: <https://www.solvehealth.com/book-online/gLmIG0>

2) Please fill out the following information on the first page:

- a. **Reason for Visit:** Write name of school and reason for virtual visit (Example: Red Hook School, Covid Testing)
- b. **Choose Date and Time.** (The time chosen is the appointment time for the virtual visit. Not the time to show up for the swab. The school nurse should discuss a time that works with the parent. The parent can change the time of the virtual visit even after it has been booked by the nurse.)
- c. **Have you been to Pulse-MD Before?** - If patient does not know, leave on NO
- d. **Patient Info:** Name, DOB, Parent/Guardian cell phone number so they can receive link via text to finish paperwork, address.
- e. **How do you want to pay?** - Choose either Insurance or Self-Pay. (For uninsured students please email authorization form to [katelin@pulse-mdurgentcare.com](mailto:katelin@pulse-mdurgentcare.com))
- f. Check the boxes next to the “privacy policy” and “terms” and click **Book Visit**.

**\*A link and verification code will be sent to the Parent/Guardian cell number. \***

#### **Parent/Guardian Steps:**

1. Click on link that was texted to finish paperwork.
2. Click “Get Started”
3. Enter Parent/Guardian cell number and send verification code
4. Enter verification code and then click Verify and Log-In
5. Click on Start Paperwork
6. Enter all patient information (Note, if something does not apply put n/a)
7. Choose NO, when asked if patient is sent by employer
8. Add Insurance Information (If you do not have a group number, put N/A)
9. Answer the Additional Information Questions.
10. Review and Sign all consent forms. To review each consent form, click on each one. then tap to sign, type full name, and check off terms and agreement. Click Continue.
11. Review all information provided and click submit paperwork.
12. Add payment details. If payment is required, the credit card provided will be charged. Please check with your insurance company prior to testing to be sure all costs are covered. If a child has no insurance, please discuss with the school nurse how the school can assist with payment and coverage.
13. When visit is confirmed, parent/guardian will receive a text. At the scheduled appointment time, click on the link to start the video chat.

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