Add Appointments to your HIPAA compliant in-app Calendar



Do you want to have all of your doctor appointments in an app and then have it remind you that you have that appointment? With MyMito, you can. Here's how:



Add your appointments on MyMito.

1. An appointment is created as an "action message" in MyMito. Click the "+" icon next to the message box in your conversation to open the menu. Select the "chat star" action message icon to add an appointment.



1a. Complete the fields with all pertinent appointment details:

- Appointment Title/Name of Doctor/Therapist
- Date/Time/Location
- Ride or Attendant Needed check box
- Any Notes

When all fields are added, tap "save".

Tap "x" in the upper left corner to return to the conversation.

1b. You'll see your new appointment in an action message with the red "accept" button.

1c. Tap the red "accept" button to add the appointment to your in-app calendar.

X	New Action Message	save
	Enter Action Title	
Ŀ	All-day Tues Mar 1pm until Tues Mar 2pm	
\odot	Enter Location	
8	Karen Becker Mathony Baer	S. Kim
6	Ride Needed	
8	Attendance Needed	
≣	Enter Notes	
	 Dad's doctor appointment Fri Jul 15 9:00 AM Once Only Doctor Johnson's office Ride Needed Ride Needed Attendance Needed Please go to the appointment with Dad and record instructions. 	
	Dad's doctor appointment Image: Pri Jul 15 9:00 AM Once Only Image: Omega Image: Doctor Johnson's office Image: Please go to the appointment with Dad and record instructions.	



2. To view your Calendar, first tap the "x" icon to go to the Home screen. Then tap on the Calendar icon in the bottom right corner (see "2" in image).



3. Click on the date you wish to see the appointments for. Dates with appointments are indicated with a red dot (see "3" in image).

4 . Below the calendar, the latest appointments are listed in chronological order. Simply tap on an appointment to reveal the details. (see "4" in image) 2 3 5 6 7 8 4 9 <u>13</u> 10 15 14 3 • Rehab specialist appt 13 Bodhi Sattva THU 02:30 PM | REHAB FACILITY

Notice the red "done" button at the bottom of the action details screen.

Once you've had the appointment, let everyone know by tapping that "done" button. The button color and adds a check mark to indicate completion. done

Well done!

*To add any extra notes about the appointment, tap "edit" in the upper right corner. Tap "save" after you've entered the notes.

Back in the Daily Journal, everyone can see the appointment happened and the notes. They now know what happened in your appointment.

So simple, right?

G	Fri Apr 29 11:00 <i>Once Only</i>	AM		
\odot	Doctor Johnsor	ctor Johnson's office		
\$	Ride Needed			
8	Attendance Nee	eded		
	Please go to the appointment with Dad and record instructions.			
~	done	vid S. Williams I Apr 25 10:51a		
me		10:52	a	

MyMito helps you manage appointments AND keep the people who care about you informed at the same time. Now add all of them so you have a full calendar of your healthcare appointments.



P.O. Box 310 Novi, MI 48376 www.mitoaction.org 888-648-6228 MitoAction and Care3 do not provide medical advice

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