



LIFEWEST  
HEALTH CENTER

**MINDBODY  
QUICK  
REFERENCE  
GUIDE**



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## Introduction

The purpose of the Mindbody Scheduler is to enhance your experience here in the Health Center. You will be able to book all your appointments. You will book Student, X-Ray, CMR, Healthy Lifestyle Class, Outpatient, and New Patient appointments with the scheduler.

You will have 2 types of Logins.

- Client Login
- Staff Login

The 1<sup>st</sup> login you will start using in Student Clinic 1 is the client login. The client login is the patient's point of view, which is the person who is being scheduled. This could be either Interns or patients. With this login you will be able to schedule the following appointments:

- Student Visits
- X-Rays
- CMR

Please see page 3 for client login setup.

The 2<sup>nd</sup> login is the staff login. You will receive this in Student Clinic 2. The staff login is to be used to book clients (patients) to receive services. This is where all of your patients are to be scheduled. You can schedule the following patient visits:

- Office Visits
- X-Rays
- New Patients

Please see page 5 for staff login setup.

You may download two apps from your apple or android devices to make the process easier. This is not required, but will benefit you. Mindbody Connect can be used to schedule your appointments (client login), please see page 3 for setup. Mindbody Express can be used to schedule your patient's appointments and view your patient calendar (staff login), please see page 5 for setup.



## MINDBODY Client Set Up

### Step 1

Click or copy and paste link below

<https://clients.mindbodyonline.com/ASP/home.asp?studioid=167317>

### Step 2

Click on My info tab then start with “New to Our Site” and follow the directions

West - Online Store & Scheduler

A screenshot of a web form titled "New to our site?". The form asks the user to enter their first and last names. It includes two input fields labeled "first name" and "last name", a "Next >" button, and a "OR" option to the left of the fields. A small instruction reads: "Please enter your first and last names, then click the button below to continue."

### Step 3

Update your profile

That's it! Now you're ready to start scheduling appointments

\* To use on your mobile device, download the Mindbody Connect App for Apple or Android phones.

Login with the credentials setup above.

Click the search icon.

Search the business name “Life Chiropractic College West” then select it.

Now you are ready to schedule appointments.

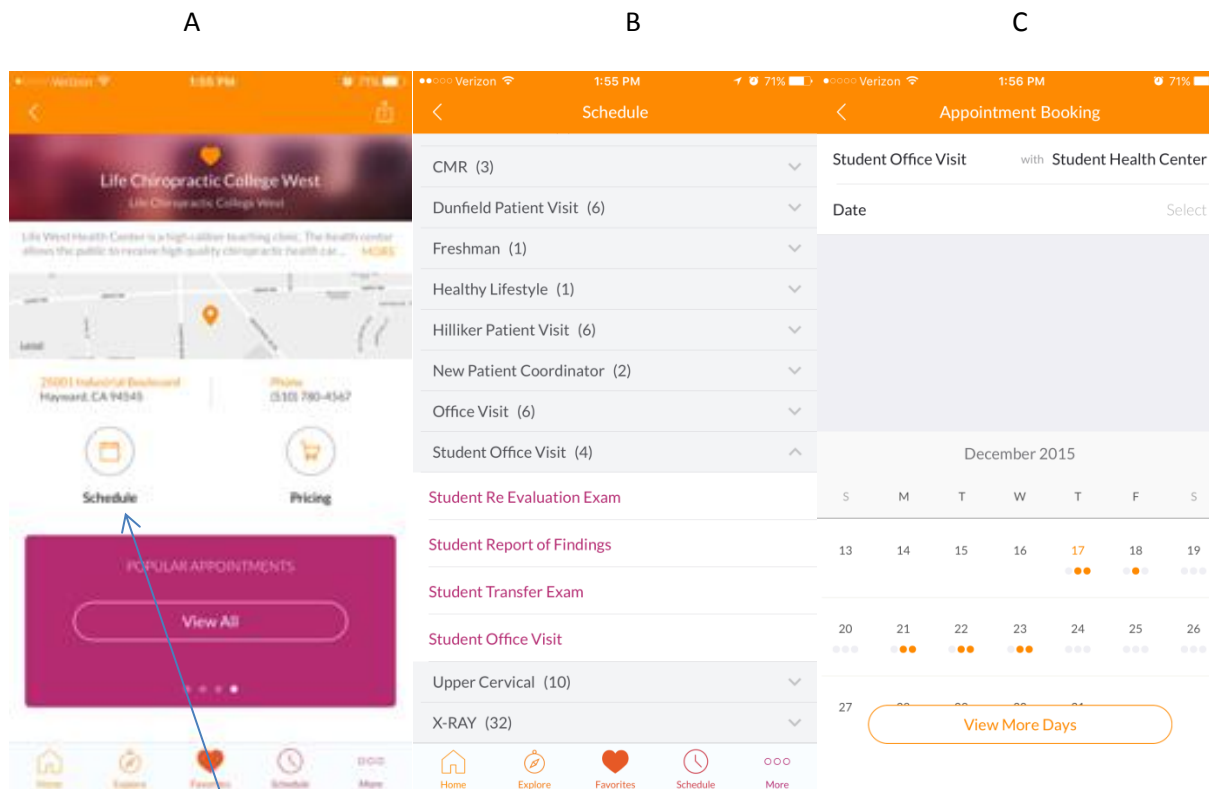


# LIFEWEST HEALTH CENTER

## Using Mindbody Connect Mobile App

1. Open your Mindbody Connect App on your mobile device.
2. Sign on if not already signed on.
3. Click on Schedule (Picture A)
4. Select appointment type (Picture B)
5. Choose day then time (Picture C)
6. Click on Complete Booking.

\*That's it! You just scheduled yourself for an appointment.





## STAFF LOGIN

To schedule an outpatient you will use a staff login. (You will need to download the Mindbody Express App)

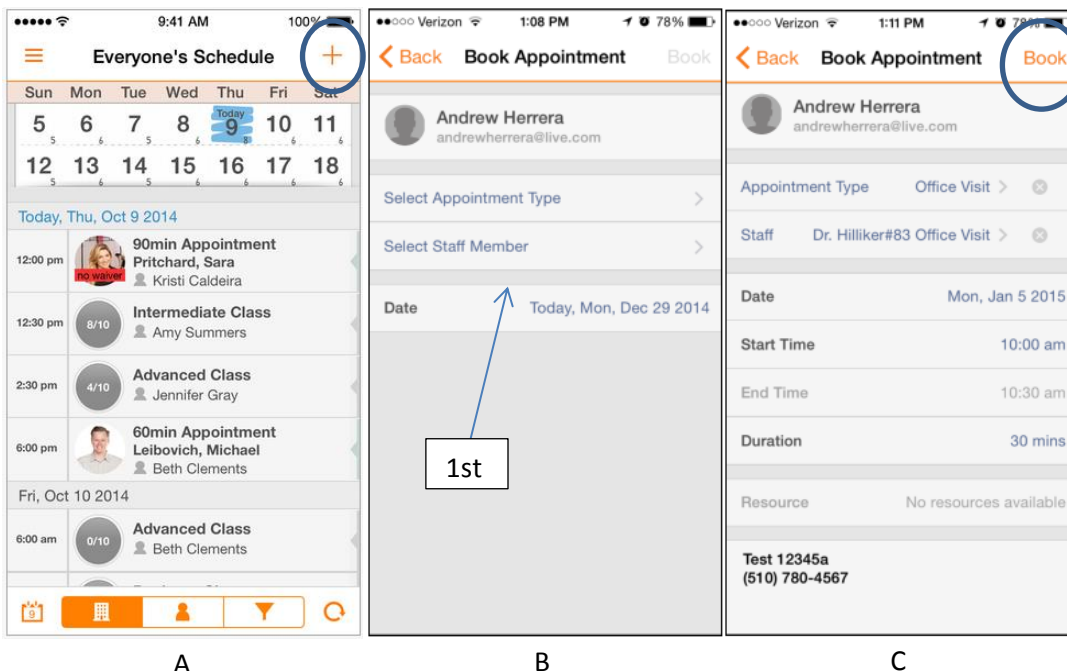
Your staff login is your college email:

- Login: \_\_\_\_\_@college.lifewest.edu
- Password: healthcenter1

You can change your password after you login for the first time by clicking the drop down menu with your name in the upper right hand corner. (You can only change your password from a desktop)

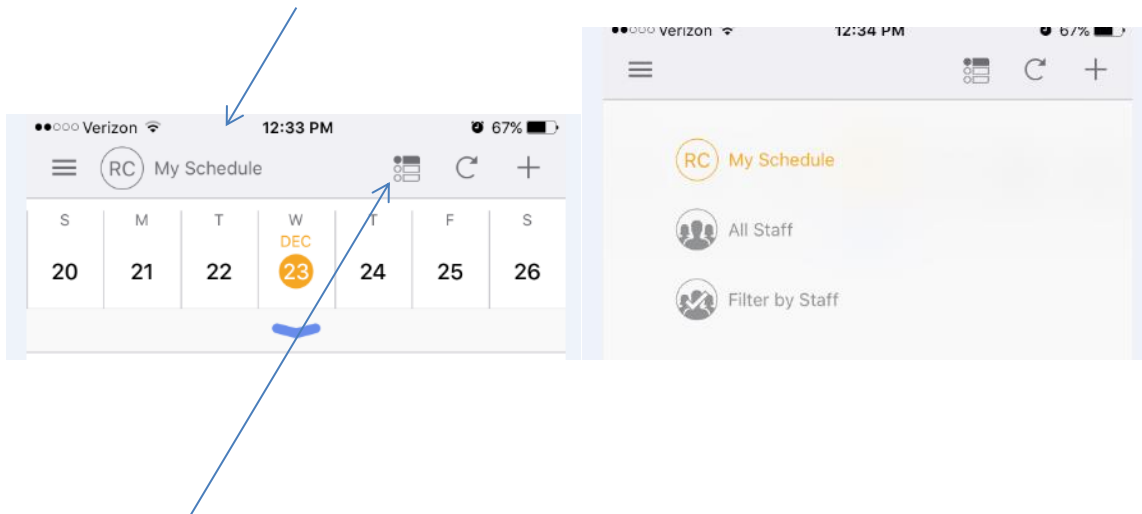
## Scheduling Patients Using Mobile App

1. Open your Mindbody Express App on your mobile device.
2. Sign on if not already signed on using your staff login.
3. Click on **+** in the upper right hand corner and click Book Appointment (Pic A)
4. Type your patient's name in the client field and select it.
5. Select Staff Name (yourself if not already selected) (Pic B)
6. Select Appointment Type (office visit with your mentor's name)
7. Select Date and Time
8. Click on Book in the upper right hand corner (Pic C)

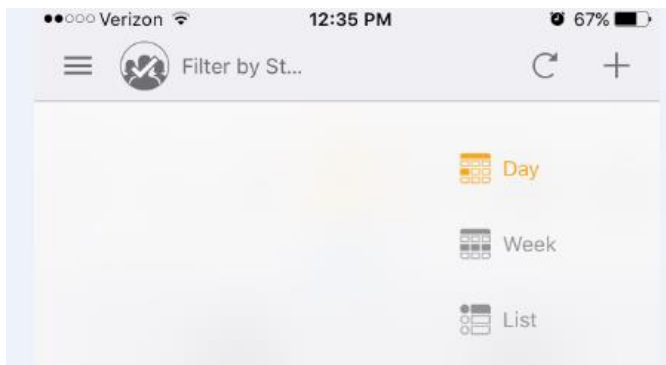


## Mindbody Express Helpful Tools

To view your schedule only click on My Schedule



You can view your schedule by day, week, or list



The list icon is the easiest to view

The day icon is great if you are looking at the X-Ray, New Patient Coordinator, and your schedule.



## Scheduling a New Patient

1. Open your Mindbody Express App on your mobile device. (Computer users see next page)
2. Sign on if not already signed on.
3. Click on “+” in the upper right hand corner and click “Book Appointment”
4. In the client field, type the patient’s first name and last name.
5. Select add new patient or click on the icon with the “+” symbol in the upper right hand corner
6. Type all the New Patient’s information. (File number will be added to the last name later)
7. Under staff select new patient coordinator
8. Select Appointment Type (Either New Patient or 12 Point Evaluation)
9. Select Date and Time
10. In the Appointment “notes field”, please put if the patient is emailing the New Patient forms or bringing the forms printed. (This information allows the Chiropractic Assistant to follow up with patient)
11. Click on “Book” in the upper right hand corner
12. You must also Schedule an Initial Exam. Same processes as above but for Staff Member choose you.

**NOTE:**

**We strongly suggest you schedule all of the following appointments when you book your new patient appointment.**

- X-Ray
- CMR
- Report of Findings (under Office Visits)
- Healthy Lifestyle Class

**These appointments could end up being booked and not be available when you need them.**





## Scheduling a New Patient

1. Open Mindbody on your computer (Mindbody Express App see previous page)  
<https://clients.mindbodyonline.com/ASP/home.asp?studioid=167317>
2. Sign in
3. Under appointments choose the "Patients" Tab, and click on "Search" to search for your patient.
4. Click on "Book" on the appropriate date and time you want
5. Verify date and time
6. In the "notes field", please put the Patient's First and Last Name and Phone Number. Also include if the patient is emailing the New Patient forms or bringing the forms printed. (This information allows the Chiropractic Assistant to follow up with patient)
7. Click on "Book Appointment"
8. Select "Book another Appointment" at top of the screen next to the appointment you just scheduled.
9. Select "Office Visit"
10. Select "New Patient Initial Exam" (This will book an office visit and let the Mentor Doctor know you have a New Patient.)
11. Select "Instructor" (Your Mentor Doctor)
12. Click on "Search".
13. Select the time that's relevant to the New Patient Coordinator time.
14. In the "notes field", please put the Patient's First and Last Name
15. Click "Book Appointment"

**NOTE:**

**We strongly suggest you schedule all of the following appointments when you book your new patient appointment.**

- X-Ray
- CMR
- Report of Findings (under Office Visits)
- Healthy Lifestyle Class

**These appointments could end up being booked and not be available when you need them.**



## **Print Daily Schedule**

1. Open Mindbody on your computer  
<https://clients.mindbodyonline.com/ASP/home.asp?studioid=167317>
2. Sign in and click on the "Reports" Tab
3. Under the reports tab choose the "Client" Tab
4. Click on "Schedule at a glance".
5. Choose the date or range of dates
6. You can choose to utilize filters for what you need (i.e. New Patient Coordinator, Your name, and X-Ray)
7. Click "Generate".
8. Optional - You can sort by client by clicking on the client header.