

Getting Started

The first thing you need to do is to go [here](#) to set up an account. This page will ask you for your name, phone number, etc. and have you create a user name & password. In the future, when you go to this page click on “login” to the left of “Quick Sign Up” to access your account. Once you log in you will be on the PRAHM scheduling page which says “PRAHM Online Appointment Scheduler” at the top.

Making an Appointment

Choose a Service

At this point you can click on the bar underneath the “Services” you would like to schedule.

Choose a Date

When you click on one of the bars, you will get to a page with a calendar. Click on the day you would like to schedule for—the days open for appointments will be shaded.

How Long Should My Appointment Be?

Once you click on a day, you need to click on the length of the appointment you would like to schedule. You will be able to do this by going to the 3 bars directly below the calendar and clicking on the length of time you desire. See the chart below to ensure you’ve chosen the right acupuncture appointment duration for you. You can schedule a massage for either 60 or 90 minutes.

For first-time acupuncture clients, please choose the longest appointment time. For Jessica, this is **60 min**. For Romi, this is **1 hour 15 min**. Massage clients may choose any amount of time for their first visit.

Treatment Type	Duration
Intake (first visit)	1 hour or more
Standard treatment	30 min
Check-in (treatment and consult)	45 min
Fertility	45 min
Cosmetic	45 min

Choose a Time of Day

Available appointments will appear below the calendar. Click on the appointment time for which you would like to schedule.

Client Information

Fill in any missing information. If you are making an appointment for someone other than yourself, please fill in the “Name of person receiving treatment” box.

Finalizing

Please make sure you have read and understand the [Appointment Cancellation](#), [Appointment No-Show](#) and [Payment](#) policies. When you are done click on the “Make Appointment” button, which is at the bottom of the page.

Resources

My Appointments

If you would like to know when your appointments are, you can always access them with these steps:

1. Click [here](#)
2. Select the “Login” tab
3. Enter your user name and password
4. Click on “My Appointments”

Tips

Appointment Quest does not allow the use of the back button in your web browser. Find another way to navigate to the desired page.