



Consent to E-mail Appointment Booking for Primary Care

Please find below the process to our electronic email booking system to schedule your upcoming appointments. **This process is solely used for scheduling purposes and cannot be used for medical advice.**

Scheduling your appointment via e-mail is easy.



1) Send email to SEOadmin@seochc.on.ca with your preferred appointment time and date.



2) You will receive confirmation email before the end of the next business day.

If the appointment is urgent and your regular health care provider is not available you may be offered an appointment with another provider that is available.

You can always opt to book your appointments by telephone at [613-737-4809](tel:613-737-4809)

While we would request a brief reason for your visit so we can plan the appropriate time, it is acceptable to state the reason for the visit is private.

I understand that e-mail messages are not safeguarded on the Centre's system and that the South-East Ottawa Community Health Centre cannot guarantee the privacy or security of the messages that I or third-parties send or receive.

I, _____ (name of client), understand and agree to the above and hereby consent to send and receive e-mail from the South-East Ottawa Community Health Centre for the purpose of electronic booking of my appointments with my provider.

Client Signature: _____ Date: _____

A verbal consent is sufficient and will be documented in the client's chart.