**INSTRUCTIONS FOR DR DAWSON’S SAME DAY BOOKING SYSTEM**

* **ALWAYS check the phone lines first to find out her upcoming dates** and availability PRIOR to trying to book her same day booking. You can call anytime as it is just a recording that will advise of upcoming dates and times, she has available for her same day booking spaces. **705-220-1710 press 4**
* Same day booking spots DO NOT show in advance. Appointments do not show on the website until 7am the day the appointment is available. You cannot see the dates on the calendar ahead of time, nor can you prebook. To book the appointment **you will need to go on the website at 7am on the day of the appointment you’re hoping to book**.
* Appointments book VERY quickly so we suggest you go online right at 7am on the day you are wanting to book the appointment. They will not show up prior to the 7am mark. If you are having issues with booking online, you can call the office right at 9am, as we save a couple spots for patients who call the office right at 9am. Theses spots fill quickly so we suggest you call right at 9am. We cannot guarantee spots, as they do fill quick.
* **We CANNOT prebook same day booking spots**. If you wish to prebook we offer this, and this is booked about 5-6 weeks in advance. Please speak to reception to assist you with this.
* **Our website is** [**www.nottawasagafhc.ca**](http://www.nottawasagafhc.ca) **to do the booking**. You will be required to input your health card and your full name and birth date. You do not need to register. **You MUST be a patient of Dr Dawson to use this system**.

**\*Appointments that are NOT appropriate for same day booking are: immunizations, children wellness appointments, physicals/annual wellness/pap tests, driver’s medical examinations, Paperwork or forms, general skin checks and diabetic checks. These all require prebooking through our administration team!!!\***