

PROSTATECTOMY PROGRAM HOW-TO

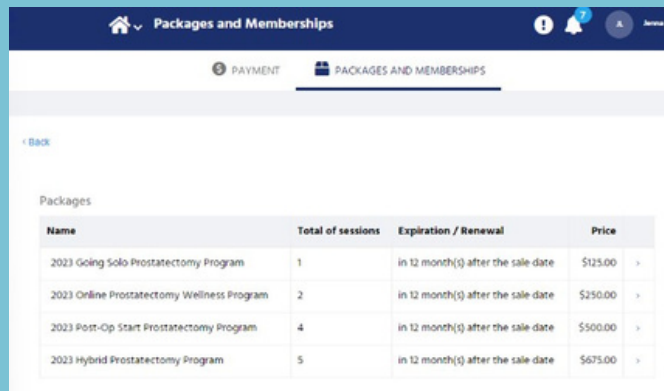


KEMPER PELVIC PHYSIO

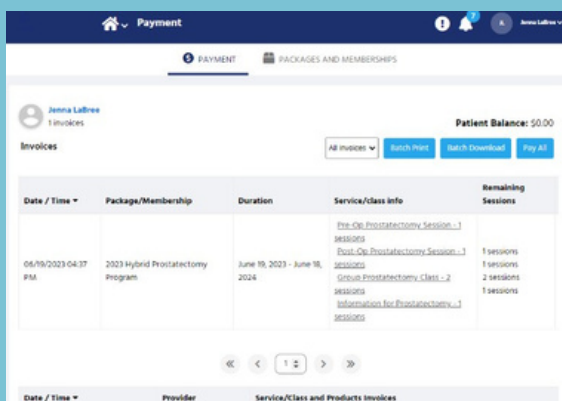
Step 1: Create or log into your PT Everywhere account. It will bring you to your home screen



Step 2: Click the "Payments" tab, then click "Packages and Memberships." Finally, click "add a package"



Step 3: Choose the package you would like and purchase the package. A 0.00\$ balance will appear on your screen



(Each package will be valid for one year after purchase)

CONTACT US:

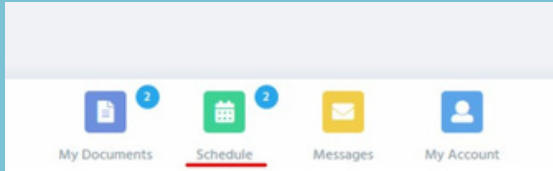
404-228-1935

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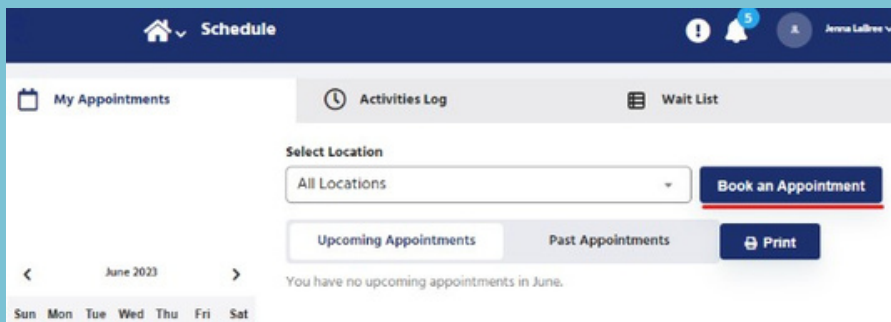
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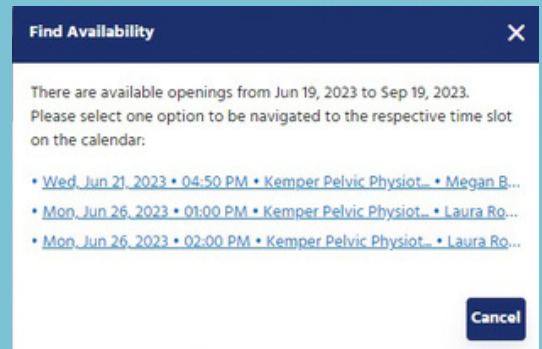
Step 4: Click the schedule button at the bottom of your screen



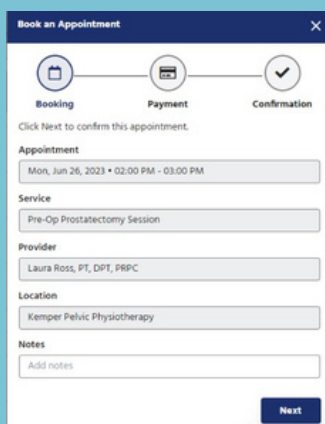
Step 5: Click 'Book an Appointment'



Step 6: Choose the service you would like to schedule, a list of open appointments will appear, scroll down for more options



Step 7: Double check for the desired date and time of the appointment then click next



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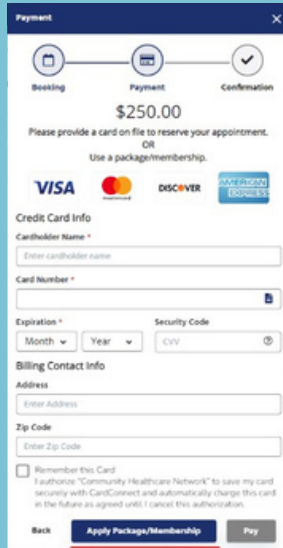
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Step 8: In the payment pop-up, select “apply package/membership”



The screenshot shows a payment pop-up window with a progress bar at the top indicating 'Booking', 'Payment', and 'Confirmation' steps. The 'Payment' step is active. The amount is \$250.00. Below the amount, there are instructions to provide a card or use a package/membership. Logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS are shown. The 'Credit Card Info' section includes fields for Cardholder Name, Card Number, Expiration (Month and Year), and Security Code. The 'Billing Contact Info' section includes fields for Address and Zip Code. At the bottom, there is a checkbox for 'Remember this Card' and three buttons: 'Back', 'Apply Package/Membership', and 'Pay'.

Step 9: Select the package you would like to use from the drop down menu, this screen will allow you to see how many of each session you have used in the package. Click apply and you will be added to the schedule!



The screenshot shows the same payment pop-up window, but now the 'Payment' step is completed and the 'Confirmation' step is active. The 'Your Package/Membership' section shows a dropdown menu with '2023 Hybrid Prostatectomy Program' selected and an expiration date of 'Jun 18, 2024'. Below this, the 'Package/Membership Details' section provides information on duration and payment status. A table lists the services/classes and the number of sessions for each. At the bottom, there are 'Back' and 'Apply' buttons.


Services/Classes	Sessions
Pre-Op Prostatectomy Session	1/1
Post-Op Prostatectomy Session	1/1
Group Prostatectomy Class	2/2
Information for Prostatectomy	1/1

If you run into any issues or need our help, please do not hesitate to give the office a call!

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