



Hello! - If you are receiving this e-mail you have successfully registered an account on our portal and are now able to login to schedule an appointment.

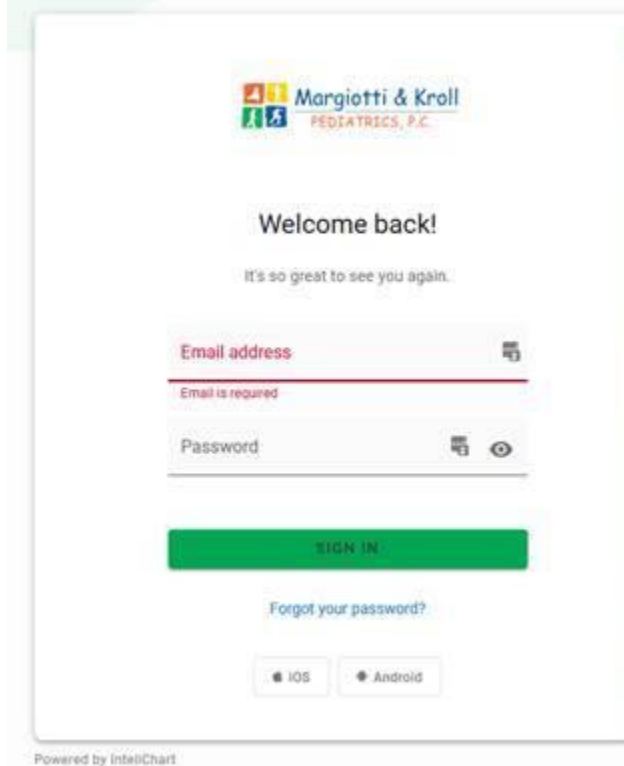
**Please note: It is EXTREMELY important that you keep your scheduled appointment. Each dose of the vaccine is packaged in a multi-dose vial that must be used in a short time period once the first one is withdrawn. All sessions are being scheduled in such a way that we can avoid the possibility of wasting any doses of this vaccine!**

**Patient Scheduling Process:**

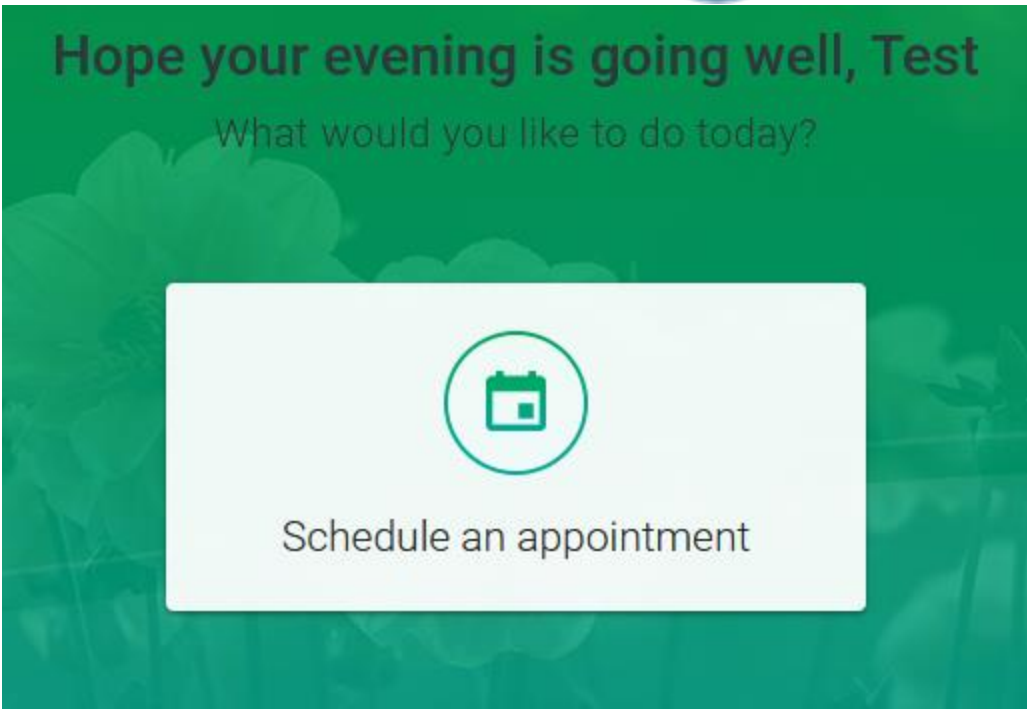
All appointments for COVID Vaccine are made through our live scheduling feature on our portal.

**Step 1:** Visit <https://portal.mkpeds.com>

**Step 2:** Login to the portal using the **e-mail address** and **password** you registered with.



**Step 3:** Upon logging in, you'll be presented with a greeting and an option to **“Schedule an appointment”** – click this.



**Step 4:** It will present you with the “Requests an Appointment” dialog.

**Step 5:** Review and click “Continue” on the disclaimer.  
 In the “Reason for Appointment” screen, ensure Appointment type says “Nurse: COVID-19 Vaccine”  
 Enter your reason for eligibility into the description box and click “Continue”

Request an Appointment 3

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Who: Test Patient, Where: Margiotti and Kroll Pediatrics, P.C. Margiotti and Kroll - Newtown

**Reason for Appointment**


Appointment type: Nurse: COVID-19 Vaccine

Briefly describe the reason for this appointment (required). Something goes here

CANCEL APPOINTMENT REQUEST
BACK
CONTINUE

**Step 6:** Please complete the insurance information which can be found on your health insurance ID card and click “Continue” when finished.

## What insurance will you be using for this appointment?

<b>Insurance Provider</b>	<b>Subscriber/Policy ID</b>	<b>Name On Card</b>
Horizon 	ABC123456789	Test Patient
<b>Group Number</b>	<b>Plan Number</b>	
123456	1234569	

- Step 7:** You may now search for an available appointment.  
 Leave the options as is and click “Search for Available Appointments”  
 This will display the appointment slot calendar.  
 Locate the correct day and select a 1-hour time slot.  
 This will display the 3-minute appointment slots. Select your desired slot.

Request an Appointment

Who: Test Patient, Where: Margiotti and Kroll Pediatrics, P.C. Margiotti and Kroll - Newtown For: Nurse: COVID-19 Vaccine Insurance: Net

### Appointment Date & Time Search

Preferred Date:  Next Available  Around this date

Preferred Provider: Any

**SEARCH FOR AVAILABLE APPOINTMENTS**

Jan 24 – 30 2021

Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30
		Newtown Flu				

There were additional times associated with this slot. Please select one of the following times:

- 10:10
- 10:15
- 10:20
- 10:25
- 10:30
- 10:35
- 10:40
- 10:45**
- 10:50
- 10:55

at 1/30

10:10a  
11:05a  
1p  
2p

[CANCEL APPOINTMENT REQUEST](#) [BACK](#)

- Step 8:** After selecting a slot, the system will confirm your selections. If everything looks OK, click “Yes, Schedule This Appointment” to claim the slot.



## Confirm Appointment

You are about to schedule an appointment for:

**Type** Nurse: COVID-19 Vaccine  
**For** Test Patient  
**On** Thursday, January 28, 2021 10:10 AM  
**With** Newtown Flu  
**At** Margiotti and Kroll Pediatrics, P.C.: Margiotti and Kroll - Newtown

Are you sure?

[NO, RETURN ME BACK TO THE SEARCH](#)

[YES, SCHEDULE THIS APPOINTMENT](#)

## Your appointment is now scheduled!

Please review the information below to ensure that the vaccine clinics run smoothly!

- **Be sure you have your cell phone with you for your appointment.**
- **Arrive in the parking lot of the Newtown Office (671 Newtown Yardley Road, Newtown, PA 18940) at your scheduled appointment time and proceed underneath the front overhang to check-in.**
- **Please note that you will need to wait in your vehicle for a 15 minute observation period following the vaccine administration.**