



### City of Salem: Online Clinic Schedule Instructions

To schedule your clinic appointment, please visit: [www.timecenter.com/cityofsalem](http://www.timecenter.com/cityofsalem).

After you have opened the TimeCenter link above, you will see the screen below. Please look at the visit descriptions on your screen and click the "Book" button next to the visit you are interested in.

TIMECENTER
City Of Salem Employee Health & Wellnes..    My appointments    Sign in

## City Of Salem Employee Health & Wellness Clinic

If you are having trouble making or canceling an appointment, please call 540-378-0190. Please bring a current list of medications and/or medication bottles.

15 East Clay Street, Salem

Show phone number

Send e-mail

Book now

**Nurse Visit**

Please select if you are making an appointment for an allergy injection or have a lab order from your provider.

Book 30 min
←

**Office Visit**

Please select if you need to schedule an office visit.

Book 30 min

To select an appointment, find the date you are looking for by using the arrows to see appointments by each week, or, click the dropdown next to the month to see the appointments by month. Once you have found your date, then you will select your time of appointment. All available appointments are **green**; click on the available time you would like.

TIMECENTER
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← Week 31 August ▾ → ←

City of Salem

Monday Aug 1	Today Aug 2	Wednesday Aug 3	Thursday Aug 4	Friday Aug 5
BOOKED	BOOKED	BOOKED	BOOKED	BOOKED
BOOKED	BOOKED	BOOKED	BOOKED	9:15 AM
BOOKED	BOOKED	BOOKED	BOOKED	BOOKED
BOOKED	BOOKED	BOOKED	BOOKED	10:15 AM
BOOKED	BOOKED	BOOKED	BOOKED	10:45 AM
BOOKED	10:30 AM	9:00 AM		
BOOKED	11:00 AM	BOOKED		↑
BOOKED	BOOKED	BOOKED		
BOOKED	BOOKED	BOOKED		
BOOKED	1:30 PM	11:00 AM		
BOOKED	BOOKED	BOOKED		

**City Of Salem Employee Health & Wellness Clinic**

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**Follow-Up Visit**  
30 min

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City of Salem

On the next screen, you will need to input your demographic information and answer any questions for your appointment. Click “confirm appointment” when you are finished. If you include your email and select “remember my details”, you will receive an email confirmation and reminder of your appointment, and instructions of how to cancel your appointment if needed.

**TIME**CENTER City Of Salem Employee Health & Wellnes.. [My appointments](#) [Sign in](#)

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**Friday, August 5 at 10:45 am**

<p>First name <input type="text"/></p> <p>Last name <input type="text"/></p> <p>Cell phone <input type="text"/></p> <p>E-mail <input type="text"/></p>	<p><b>City Of Salem Employee Health &amp; Wellness Clinic</b></p> <hr/> <p><b>Follow-Up Visit</b> 30 min</p> <hr/> <p>City of Salem</p>
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Date of Birth

Please include a brief description of why you are requesting an appointment at the clinic so our staff can prepare for your visit (i.e. sore throat, blood pressure check, information about weight management, etc.)

Remember my details

[Confirm appointment](#)

By confirming you agree to the [terms of use](#)

You will then receive a confirmation of your appointment. If you need to cancel your appointment, you can follow the instructions in your confirmation email (if an email was provided) or by calling clinic during operating hours at 540-378-0190.

**TIME**CENTER City Of Salem Employee Health & Wellnes.. [My appointments](#) [Sign in](#)

**Appointment confirmed**

**Friday, August 5 at 10:45 am** Print

Follow-Up Visit, 30 min  
City of Salem

[Make another appointment](#)

### Important information

You need to cancel at least 2 hours in advance.

### Location

City Of Salem Employee Health & Wellness Clinic  
15 East Clay Street, Salem