

How Do I Request an Appointment on Evite? Participant User Guide



1 Introduction

Providers may request an appointment with Medicaid Provider Relations staff using Evite.

2 Requesting an Appointment on Evite

To request an appointment on Evite, do the following:

Step		Screenshot/Link (if applicable)		
1.	Navigate to Evite.	SignUp Sheet Evite		
2.	Review the available appointment time slots. Note: Appointments must be scheduled at least 24 hours in advance.	^ Fri, Feb 21, 2025	7:30 AM - 8:00 AM Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:	Sign up 0 of 2 filled
			8:00 AM - 8:30 AM Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:	Sign up 0 of 1 filled
			8:30 AM - 9:00 AM Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:	Sign up 0 of 1 filled
3.	Select the Sign up button on the desired time slot. Note : Users may select multiple time slots.	^ Fri, Feb 21, 2025	7:30 AM - 8:00 AM Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need:	Sign up 0 of 2 filled



4. Select the **Confirm signup** button at the bottom of the page. **Note**: The **Confirm signup** button Confirm 1 signup displays the number of time slots selected. 5. Fill in your Name, Email Address, applicable information in the Confirm 1 Signup \leftarrow Comment field, and select the **Save** button. **Note**: Medicaid Provider Relations YOUR NAME (REQUIRED) staff will review the appointment request(s) and schedule a Teams Enter your name meeting for that appointment time. YOUR EMAIL ADDRESS (REQUIRED) Enter your email address 7:30 AM - 8:00 AM Please provide the following in the comments Name: Email: Phone: NPI: Provider ID: Description of the Need: YOUR SLOTS Add a comment (optional) Save