

Proceed as follows when booking an appointment:

1. click on the button **Terminart *** = “type of appointment” and select the last entry on the list of appointment types **Vascular Diagnostics / Gefäßdiagnostik** = vascular diagnostics
 2. go to the button **Arzt wählen *** = “selection of a physician” and select: "Professor Dr. Thomas Scholbach".
 3. click on the button **Versicherung** = “insurance” and select the insurance: "privat" = private
 4. click on the button **Termine suchen »** = “search for appointments” in the lower left corner
 5. a window opens in which free dates are marked in green **28 29 30** . Select a suitable appointment for you.
 6. click on the button **Weiter »** = “proceed”; down on the right
 7. click on the button **Waren Sie bereits in unserer Praxis vorstellig? *** = Have you already visited our practice and click on **Ja** = yes or **Nein** = no.
 8. enter your personal data:
Vorname * = First name
Nachname * = Family name
Geburtsdatum * = Date of birth
Geschlecht = Gender
 9. describe your symptoms here under the heading **Hinweis an die Praxis** = “Notes to the practice”
 10. enter your telephone number with the area code of your country: **Rufnummer** = “phone number”
 11. enter your e-mail address **E-Mail-Adresse *** = e-mail address.
 12. click on the two boxes in the bottom left of the picture:
 Ich möchte an den Termin erinnert werden. = “I would like to be reminded of this appointment!”
 Ich stimme den Bedingungen der Datenschutzerklärung zu. = „I agree to the terms of the privacy policy”
 13. click on the button **Termin buchen »** = “book appointment”
 14. Then you will receive a message at the e-mail address you provided, which you must confirm by clicking on the green button **Anfrage bestätigen** = “confirm your request” in the e-mail.
 15. You will then receive an e-mail with the header = **Bestätigung Ihres Arzttermins** confirmation of your appointment thus confirming the appointment.:
 16. if you want to cancel the booked appointment click on the red button **Termin absagen** = “cancel appointment” in the confirmation e-mail.
- This will remove your name from our calendar and your appointment is deleted.