



PPL Patient Portal User Guide for Scheduling a Follow-up Appointment

Welcome

This is a step-by-step guide to help you schedule follow-up services for your required health screenings to become or continue as a Personal Assistant for the New York CDPAP under the PPL program.

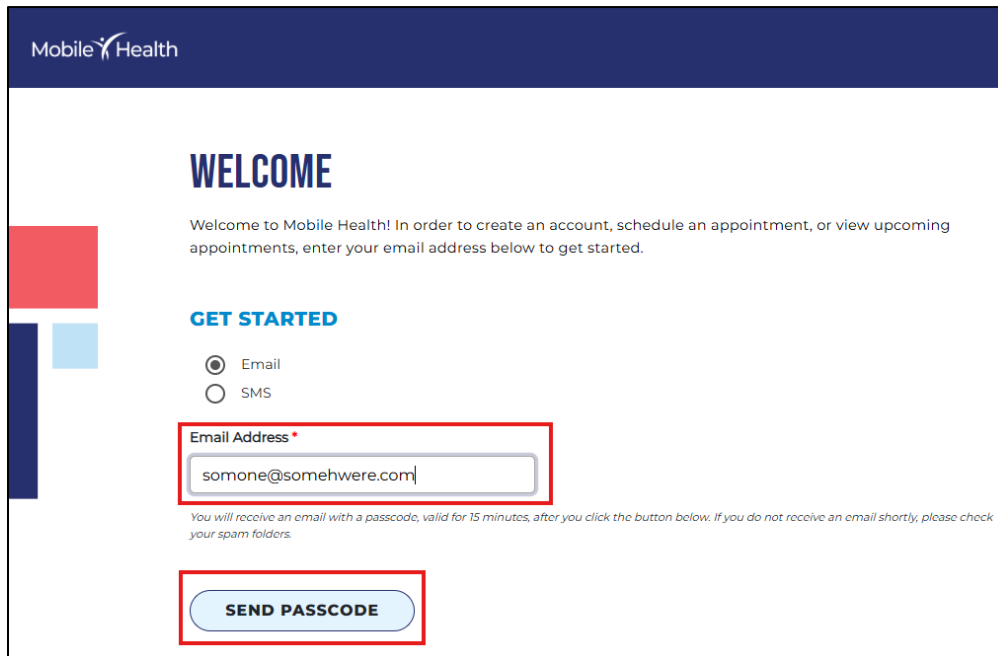
This is an additional resource; however, our Patient Portal is intuitive and will take you through the process step-by-step.

A Few Notes Before You Start

- Follow-up procedures can only be completed with an in-person appointment.
- There is no cost for your appointment when you schedule with Mobile Health.
- Please bring a government-issued photo ID to your appointment.
- Please bring your email confirmation to your appointment. You can print it or show it on your cell phone or tablet upon arrival.
- To make changes at any time, click the bright blue section title (for example, **SCHEDULE**), then make your edits.

How to Schedule Your Follow-Up

1. Open your web browser and go to <https://patientportal.prod-azure.mobilehealth.com/login/user-login?authcode=6ZyeDynu>
2. Enter your email address if it doesn't auto fill. Click **"SEND PASSCODE."**



Mobile Health

WELCOME

Welcome to Mobile Health! In order to create an account, schedule an appointment, or view upcoming appointments, enter your email address below to get started.

GET STARTED

☒ Email
☐ SMS

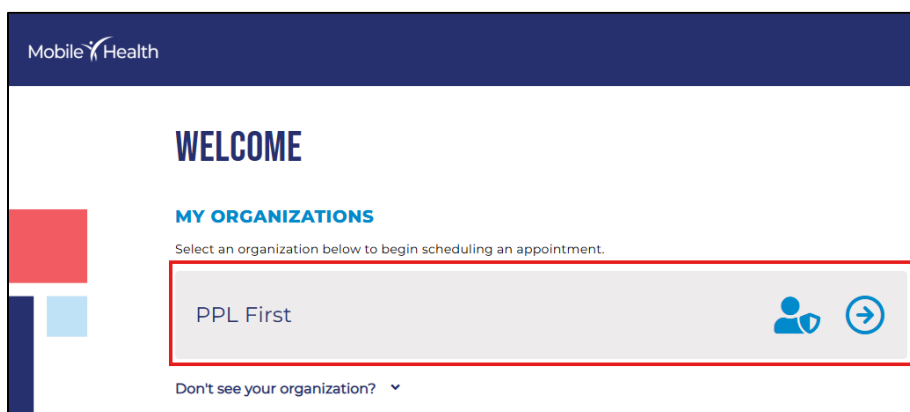
Email Address *

somone@somewhere.com

You will receive an email with a passcode, valid for 15 minutes, after you click the button below. If you do not receive an email shortly, please check your spam folders.

SEND PASSCODE

3. Retrieve the passcode from your email (check your spam folder if you don't see it in your inbox). Copy and paste the code into the "ENTER PASSCODE" field. Click **"AUTHENTICATE."** You are now logged into Patient Portal and will be taken to the WELCOME page.
4. Click **"PPL First"** under "My Organizations."



Mobile Health

WELCOME

MY ORGANIZATIONS

Select an organization below to begin scheduling an appointment.

PPL First

Don't see your organization?

5. Click **“VIEW COMPLIANCE.”**

The screenshot shows the Mobile Health app interface. At the top, there's a dark blue header with the 'Mobile Health' logo. Below it, a light blue navigation bar contains a back arrow and the text 'Dashboard', and another bar below that says 'PPL First'. The main content area has a light gray background. On the left, there's a vertical sidebar with a red square and a blue square. The main content area displays two tables. The first table, titled 'Compliance Plans', has three columns: 'Compliance Name', 'Status', and 'Procedures Required'. It shows one row: 'PPL Compliance' with a status of 'Non Compliant' and 'Chest X-Ray PA' as the required procedure. The second table, titled 'Document Reviews (submitted in last 90 days)', also has three columns: 'Submission Date', 'Review Status', and 'Procedures Under Review'. It shows one row: '07/06/2026' with a status of 'Completed' and a list of procedures: 'History & Physical - to be used for PPL', 'Risk Assessment', 'QuantIFERON TB Blood Test', 'Rubella Titer', and 'Measles (Rubeola) Titer'. At the bottom of the main content area, there is a blue button with the text 'VIEW COMPLIANCE' in white, which is highlighted with a red rectangular box.

6. Click **“START”** to begin scheduling your appointment.

The screenshot shows the Mobile Health app interface for 'COMPLIANCE REQUIREMENTS'. At the top, there's a dark blue header with the 'Mobile Health' logo. Below it, a light blue navigation bar contains a back arrow and the text 'Dashboard', and another bar below that says 'PPL First'. The main content area has a white background. On the left, there's a vertical sidebar with a red square and a blue square. The main content area displays the title 'COMPLIANCE REQUIREMENTS' in large blue letters. Below the title, it says 'MEGAN REISTER' and 'PPL Compliance'. There's a vertical progress bar on the left with four steps: 1. COMPLIANCE (highlighted in blue), 2. SCHEDULE, 3. REVIEW, and 4. CONFIRMATION. Under the 'COMPLIANCE' step, there's a section titled 'In-Person Procedures Included' with a bullet point: 'Chest X-Ray PA Required'. Below this, there's a paragraph: 'If you have completed any of these required procedures at a third-party medical provider, please submit the documentation from your healthcare provider using [Go to Upload](#)'. At the bottom of the main content area, there is a blue button with the text 'START' in white, which is highlighted with a red rectangular box.

7. Enter your ZIP code and select maximum distance you're willing to travel from the dropdown. If a list of clinics does not appear, change the zip code or extend the maximum distance.

Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

MEGAN REISTER
PPL Compliance

- 1 COMPLIANCE
- 2 SCHEDULE
Scheduling Component

Location

ZIP Code: 49316

Maximum Distance: 5 Miles

Available Clinics

No locations were found within 5 miles of your zip code, please expand your range

8. To select a clinic, check the box next to the clinic's name. You can check multiple clinics to see available time slots for each.

Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

MEGAN REISTER
PPL Compliance

- 1 COMPLIANCE
- 2 SCHEDULE
Scheduling Component

Location

ZIP Code: 10001

Maximum Distance: 10 Miles

Available Clinics

- ☐ Test Branch 3
1 ave ABC 332
Weehawken, NJ
- ☒ Brooklyn - Midwood
1797 Coney Island Ave
Brooklyn, NY

Date

MM/DD/YYYY

- 3 REVIEW
- 4 CONFIRMATION

9. Select desired appointment date and time block. Available times will appear by clinic. If no appointment times appear for any location, a different date and/or time block must be selected.

Mobile Health

← Dashboard

PPL First

Brooklyn, NY

Date

07/31/2026

Desired Time Block

☒ Morning (6AM-12PM)

☐ Afternoon (12PM-6PM)

☒ Evening (6PM-12AM)

☐ Night (12AM-6AM)

Available Times by Location

Test Branch 3
1 ave ABC 332 Weehawken, NJ

11:00 AM 11:30 AM 12:00 PM 6:00 PM 6:30 PM 7:00 PM 7:30 PM 8:00 PM

8:30 PM

Brooklyn - Midwood
1797 Coney Island Ave Brooklyn, NY

No timeslots were found with this location

10. Once you have selected an available time at your location of choice, click **“CONTINUE.”**

The screenshot shows the Mobile Health app interface. At the top, there's a header with the Mobile Health logo and a navigation bar with a back arrow and 'PPL First'. Below this, the 'Desired Time Block' section has four checkboxes: 'Morning (6AM-12PM)' (checked), 'Afternoon (12PM-6PM)' (unchecked), 'Evening (6PM-12AM)' (checked), and 'Night (12AM-6AM)' (unchecked). The 'Available Times by Location' section lists two locations: 'Test Branch 3' (1 ave ABC 332 Weehawken, NJ) and 'Brooklyn - Midwood' (1797 Coney Island Ave Brooklyn, NY). Under 'Test Branch 3', a row of time slots is shown: 11:00 AM, 11:30 AM, 12:00 PM, 6:00 PM, 6:30 PM, 7:00 PM, 7:30 PM, and 8:00 PM. The 11:00 AM slot is highlighted in blue. Below this, a message states 'No timeslots were found with this location' for the Brooklyn location. At the bottom, a 'CONTINUE' button is highlighted with a red box. A progress indicator at the bottom shows steps 1, 2, 3 (current), and 4.

11. Review: confirm your appointment details are accurate. Click **“CONTINUE.”**

The screenshot shows the 'REVIEW' screen in the Mobile Health app. The title 'REVIEW' is at the top. Below it, the 'APPOINTMENT DETAILS' section shows: 'Jul 31, 2026 | 11:00 AM', 'Test Branch 3', '1 ave ABC, 332', and 'Weehawken, NJ 07086'. The 'Procedures Included' section shows 'Individual Procedures' with a checked box for 'Chest X-Ray PA'. The 'Total Due: \$0' is displayed. At the bottom, a 'CONTINUE' button is highlighted with a red box. A progress indicator at the bottom shows steps 1, 2, 3 (current), and 4.

12. Check the box to agree to the Terms of Use and Privacy Policy, then click “**CONFIRM**.”

Mobile Health

← Dashboard

PPL First

COMPLIANCE REQUIREMENTS

MEGAN REISTER
PPL Compliance

- 1 COMPLIANCE
- 2 SCHEDULE
- 3 REVIEW
- 4 CONFIRMATION

Total Due: \$0

☒ I have read and agree to the Terms of Use and Privacy Policy.

CONFIRM

A confirmation message will appear. Click “**DASHBOARD**” to return to the “Welcome” page. Your appointment should now appear under “UPCOMING APPOINTMENTS.”

You’ll also receive an email notification confirming you’ve scheduled an appointment. Please bring the email confirmation to your appointment — you can print it or show it on your phone or tablet.

To Reschedule/Cancel an Appointment

If you need to reschedule your appointment, you will need to cancel the existing appointment and schedule a new one. Here's how:

1. Log in to Patient Portal following steps 1-3 on page 2.
2. From the "Welcome" page click on your upcoming appointment.
3. Click "**CANCEL APPOINTMENT.**"

You'll receive an email notification confirming you've cancelled your appointment. Once it's cancelled, you can schedule a new one.

Logout

To ensure your information remains private and secure, please click "**LOGOUT**" from the menu (top right) each time you finish using Patient Portal.

