



# USER MANUAL FOR PATIENTS



[ecatsulta.com](http://ecatsulta.com)



F

CATSU Medical  
and Dental Services

V

0912 432 0941



[catsu.mds2022@gmail.com](mailto:catsu.mds2022@gmail.com)

## 1

# Welcome to E-CATSULTA!

Hey there, CatSUans!

Tired of waiting in line at the infirmary? With E-CATSULTA, you can now book your medical or dental appointments online—fast, easy, and stress-free.

Whether you're a student or an employee, E-CATSULTA lets you set appointments in just a few taps, anytime and anywhere. Let's get started!

## 2

## What You'll Need

MAKE SURE YOU'RE READY BEFORE BOOKING:

Device Compatibility:

**Mobile:** Android 8.0+ | iOS 14+ | ~3GB RAM

**Desktop:** Windows 10+, macOS 11+, Linux (modern) | ~4GB RAM

Other Requirements:

A **stable** internet connection

An **updated** web browser (Chrome, Firefox, Safari, etc.)



## 3

## Getting Started

Ready? Let's Get Started!

### STEP 1: VISIT THE WEBSITE

Open your browser and go to:  
<https://ecatsulta.com>

Or scan the QR code.



SCAN ME!

### STEP 2: LOG IN

Click "**Book Appointment**" and you'll be directed to the Log In page.

Book Appointment

or

Book Appointment

If you already have an account, click



Log in with Google

and proceed to Section **4 Booking an Appointment (Easy as 1-2-3-4!)**

If you're a **new user**, fill in your **Full Name**, **Email**, and **Phone Number**, then click "**Register as New Patient**".

You will be redirected to the **Registration Page**.

New user? Register below

Full name	<input type="text"/>
Email	<input type="text"/>
Phone number	<input type="text"/>
<input type="button" value="Register as New Patient"/>	

### STEP 3: PATIENT REGISTRATION AND VERIFICATION

Enter all your required details on the registration form and click

Submit and Continue

A verification modal will appear.

Enter your 6-digit passkey (format: MMDDYY) associated with your ID number, then click "**Verify**"

Verify Your Identity

Please enter your 6-digit passkey (format: MMDDYY) associated with your ID number.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Verify"/>					

# 4

## Booking an Appointment (Easy as 1-2-3-4!)

Once verified, you'll proceed to your [Patient Dashboard](#) which includes:

- Personal Information
- Medical Information
- Appointment History
- Doctor's Notes

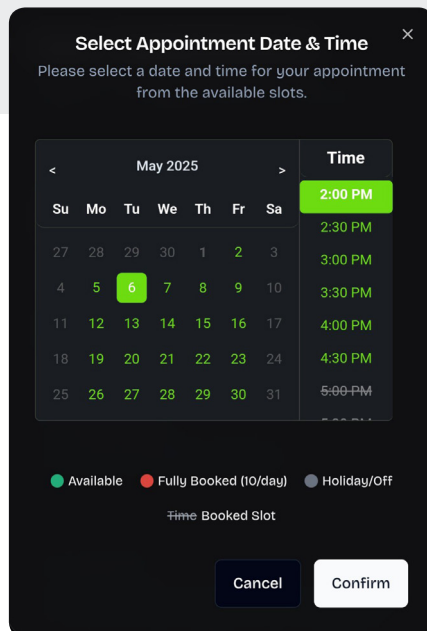
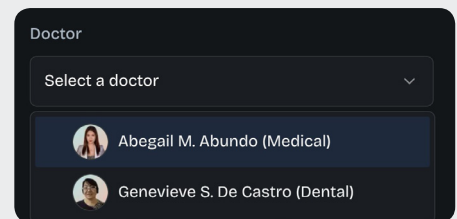
### STEP 1: CLICK "NEW APPOINTMENT"

New Appointment

### STEP 2: CHOOSE YOUR DOCTOR

Dr. Abegail M. Abundo  
- Medical Services

Dr. Genevieve S. De Castro  
- Dental Services



### STEP 3: CHOOSE DATE & TIME

Select a Date and Time Slot

- Use the calendar to select an available day.
- Choose a time that works best for you.

#### LEGEND:

- Green – Available
- Red – Fully Booked
- Gray – Holiday / Doctor is Off
- Strikethrough – Booked Slot

Once you've made your selection, click "Confirm."

You may also enter your [reason for appointment](#) and any [polite comments](#) for the doctor.

#### NOTE:

No rescheduling or cancellations allowed, so double-check before confirming!

### STEP 4: SUBMIT APPOINTMENT

Click "Submit Appointment" to finalize your booking—your appointment will now be officially scheduled and saved in the system.

You'll see your Appointment Details with a [QR Code](#) and [Appointment Code](#)—[screenshot](#) or save this!



If your appointment is cancelled, you'll be notified via [SMS](#).

# 5

## You're Booked! Now What?

ON YOUR APPOINTMENT DAY:



Arrive at the CatSU Clinic on time



Present your Appointment Code or QR Code to the medical clerk



Bring your Student or Employee ID



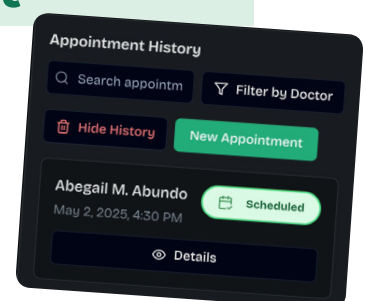
Follow health protocols as required

# 6

## View or Review Your Appointment

Head to your [Appointment History](#) on the [Patient Dashboard](#), then click "Details" to view:

- Appointment Date and Time
- Appointment Code
- Assigned Doctor
- Status (Scheduled, Completed, Cancelled, Missed)
- Reason for Visit



## 7 Quick Reminders



No Cancellations:  
Confirm only when sure.



No Rescheduling:  
Choose your slot carefully!



Stay Notified:  
Watch for SMS updates  
or check your dashboard  
regularly.

## 8 Having Trouble? We've Got You!

### COMMON ISSUES:

No slots available?  
Try checking again later or choose  
another day.

No SMS received?  
Double-check the phone number  
you registered or check your  
Appointment History.

Website won't load?  
Refresh or switch your browser.

### NEED HELP?

For appointment/infirmarary  
concerns:  
Call **0912 432 0941** (CatSU Health  
Services)

For technical issues:  
Email [catsu.mds2022@gmail.com](mailto:catsu.mds2022@gmail.com)

## 9 Your Info Is Safe With Us



SCAN ME!

### WE VALUE YOUR PRIVACY

Your personal and health data is securely stored  
and used only for E-CATSULTA services.

Learn more at: <https://ecatsulta.com/privacy-policy>



## 10 Let's Make Health Care Easier—Together!



### THANKS FOR USING E-CATSULTA!

We're here to support your health and well-being  
throughout your journey at CatSU.

Stay safe, stay healthy—and don't forget to share  
this with your friends!



[ecatsulta.com](https://ecatsulta.com)



[book-ecatsulta.com](https://book-ecatsulta.com)