Lifespring Clinic – Appointment Booking Guide

1. How to Book Appointments

At Lifespring Clinic, scheduling an appointment is simple and convenient. Patients can book consultations through:

- **Online Booking:** Visit our website or use the Lifespring mobile app to select your preferred doctor, date, and time. Receive instant confirmation via email or SMS.

- **Phone Booking:** Call our reception to schedule an appointment with your desired specialist. Our staff will assist you with availability and preparation guidelines.

- **Walk-In:** Patients can visit the clinic without prior booking. Availability is subject to doctor schedules and waiting times.

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2. Online vs Walk-In

Feature	Online Booking	Walk-In
Convenience	High – book anytime, anywhere	Medium – requires physical presence
Waiting Time	Minimal – pre-scheduled slots	Variable – depends on current patient load
Confirmation	Instant via email/SMS	On arrival at the clinic
Preferred For	Routine check-ups, follow-ups, specialist consultations	Urgent visits or same-day consultation

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3. Appointment Rules

- Patients are requested to arrive **10–15 minutes before** the scheduled time.

- **Cancellation or rescheduling** should be done at least 24 hours in advance to avoid penalties.

- Late arrivals may result in rescheduling, depending on the doctor's availability.

- Each appointment slot is generally **30–45 minutes**, depending on consultation type.

- Follow-up appointments should ideally be booked before leaving the clinic to ensure continuity of care.

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4. Required Documents

Before your appointment, please ensure you have the following documents:

- **Photo ID** (Aadhar card, passport, driver's license, etc.)

- **Previous medical records** (if applicable)

- **Insurance card** (for covered consultations)

- **Referral letters** (if referred by another healthcare provider)

Tips for a Smooth Appointment

- Keep a list of current medications and health concerns ready.

- Arrive on time to avoid delays.

- For online consultations, ensure a stable internet connection and proper device setup.

- Notify the clinic in case of emergencies or unavoidable delays.