At Arizona Oncology, providing thorough, compassionate cancer care means making every aspect of treatment as easy as possible for you and your patients.

The Arizona Oncology Appointment Request Site is designed to streamline the referral process for physicians who refer patients diagnosed with cancer to our practice and their staff.

This guide shows you step-by-step how to request an appointment for one of your patients and register all physicians in your practice to make requesting future appointments even easier.

FOR INFORMATION AND SUPPORT, CONTACT:

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First-time Users
Follow the steps below to register and create an account so you can easily refer your patients to Arizona Oncology and we can keep you updated with secure messaging.

Choose a path
To get started, visit aoappt.com. The first time you visit the site, you will be asked to select the “I am a Referring Provider Office” button.

Creating an account
To create your account, click the “Register” button.
First-time Users (continued)

Registration
Enter your email address, choose a password, and provide your name. Click “Register” to continue.

Returning Users
Once an account is created, you or your referral coordinator can log in to add referrals and manage physicians.

Logging in
To log in, visit aoappt.com and click “Login” from the top menu on the right of your screen or the “I am a Referring Provider Office” button. Enter your username and password. This takes you to the Schedule an Appointment page.
Requesting an Appointment

As you request appointments, notification banners at the top of your account will alert you to the status of actions you’ve taken.

To create a new patient referral, you must first add a physician. Click the “Add or Select a Referring Physician” pull-down menu, choose “Add a New Referring Physician” and a set of fields will appear. Enter the physician’s information and click “Add New Physician.” From then on, that physician’s name will appear in this pull-down menu.

Choose the appropriate referring physician from the pull-down menu, and then complete the patient information, additional physician information, and location/specialty preferences. When you are finished, click “Preview Your Request.” If you are not ready to complete the referral, you may select “Save as Draft.”
Requesting an Appointment

Reviewing an appointment request

After you have completed the request form, you can edit or print your request before submitting. When you are finished reviewing your request, click “Submit.”
Requesting an Appointment

Confirmation page
After completing an appointment request, you will see a confirmation page informing you that your patient will be contacted by Arizona Oncology and who to contact if you need assistance.

Confirmation message
A confirmation message will also be sent to the email address you provided. To protect patient privacy, the details of this message will only be available online in your account’s Message Center.
Additional Capabilities

We want this to be a valuable resource for you and your colleagues so that your patients receiving a cancer diagnosis get the prompt, quality care your expect for them.

Managing physicians

To manage your list of physicians, click “Manage Physicians” from the top menu.

To add a physician, enter his or her information in the form and click “Add a New Physician.” To delete a physician, check the box next to the physician’s name and click “Remove.”

Message center

Your Message Center can be found in the top menu. Here you can view updates on patient progress and appointment status.