

Checking in for your eye care appointment at **SSM Health Outpatient Center in Sun Prairie**

Welcome to the new SSM Health Outpatient Center. This facility hosts self-serve kiosks to provide quick and seamless check-in for your visit. Please follow these instructions.

Visit the lobby kiosks.

- Enter the lobby area and proceed to one of the tabletop kiosks found in the registration area of the main lobby marked for Eye Care and Lab Check-In.
 - Please note the kiosk will not allow you to check in more than 15 minutes before your appointment.
 - If you have multiple appointments, the system will automatically check you in for all of them.
- You will complete the check-in process directly on the screen at the kiosk.
- Your copay (if applicable) will be collected at the kiosk.
- Registration staff will be on hand to help with any questions or concerns.

Follow these steps after check-in.

Eye Care Clinic patients

- Move to the right of the tabletop kiosks and speak with a room assignment team member.
- You will receive a room number card with your assigned exam room.
- Take the elevator or stairs to the second floor.
- Follow the signs to locate your assigned room. There will be color and graphic identifiers, as well as a letter/number combination to help you find your assigned room.
- Once you locate your room, please close and lock the door behind you.
- Your provider will then be alerted and enter the room through the door opposite from where you entered.

Lab patients

- Stay on the first floor and proceed directly to the lab department entrance located at the far north end of the building.
- A lab department staff member will meet you at the entrance and escort you to a room.

Multiple appointments?

At the end your first visit, a team member will direct you to your next appointment location.

SSM Health Outpatient Center

2850 O’Keeffe Avenue
Sun Prairie, WI 53590
608-282-2200

Hours: Monday-Friday, 8 am - 5 pm



SSMHealth.