



Employer Clinic Online Tools

GETTING STARTED

Username/password Once you are eligible, the clinic administrator will email you a username and temporary password. You can change your password any time. If you forget your password, there is a prompt on the log-in screen to receive a reminder email. Your employer does not have access to your password.

Contact email address You are not required to have an email address to use the online tools, but it is an easy way to receive appointment confirmations and other communications from the clinic. Be sure to provide your benefit administrator with an email address you check regularly.

Logging in Go to www.hendricks.org and click on "Employer Clinic Access" on the page's lower left side.


Need more help? Call (317) 837-5595 Monday through Friday from 8 a.m. to 5 p.m.

SCHEDULE APPOINTMENTS

Select a date to see available appointment:

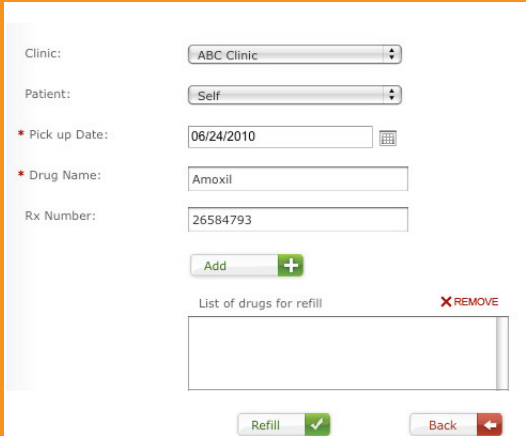


No Appointment Schedule

Back  Book 

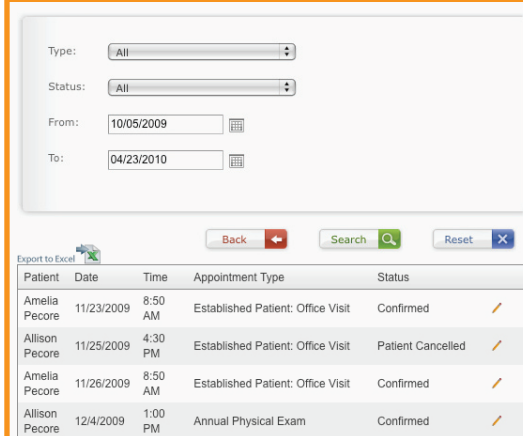
To schedule, first provide the name of the family member who needs to be seen, as well as the type of appointment. Days with availability will be underlined and clickable. Once you have selected a day, choose from the list of available times. Secure it by clicking "Book."





REFILL PRESCRIPTIONS



Members can refill medications that were prescribed during a clinic appointment that occurred within the year. Click "Add" to refill more than prescription at a time. After adding all your medications to the list, click "Refill."

MANAGE APPOINTMENTS



Patient	Date	Time	Appointment Type	Status
Amelia Pecore	11/23/2009	8:50 AM	Established Patient: Office Visit	Confirmed 
Allison Pecore	11/25/2009	4:30 PM	Established Patient: Office Visit	Patient Cancelled 
Amelia Pecore	11/26/2009	8:50 AM	Established Patient: Office Visit	Confirmed 
Allison Pecore	12/4/2009	1:00 PM	Annual Physical Exam	Confirmed 

Quickly see an at-a-glance appointment history for you and each of your dependents. Also, check on the details and status of all future appointments. Click the pencil to cancel an appointment.