

ONLINE SCHEDULING



AT WORK

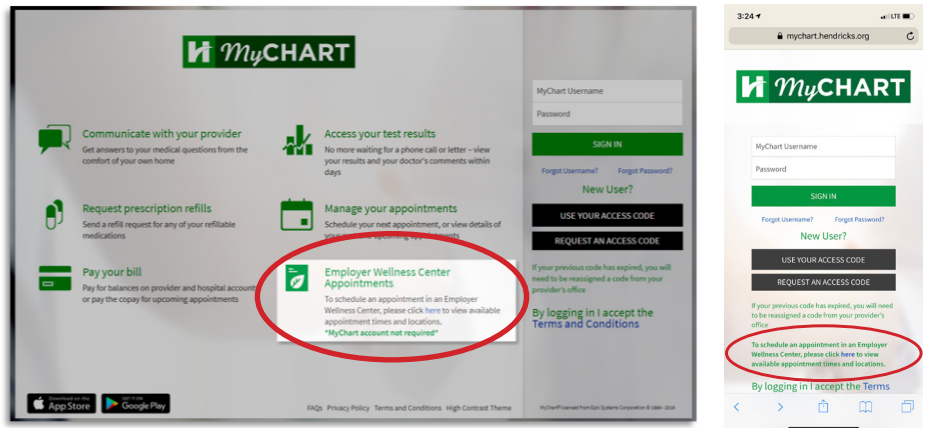
How to Schedule Online for Your Employer Wellness Center

Follow these steps to schedule an appointment online in one of our employer Wellness Centers:

① VISIT MYCHART. HENDRICKS.ORG

Open a web browser (Internet Explorer, Chrome, Firefox, or Safari) and go to mychart.hendricks.org.

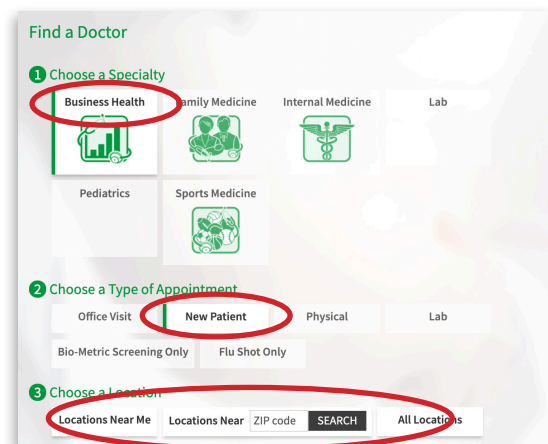
Locate the Employer Wellness Center Appointments section on the home page and click the blue “here” hyperlink. This will take you to the scheduling page where you can search and book appointments.



② CHOOSE APPOINTMENT TYPE & LOCATION

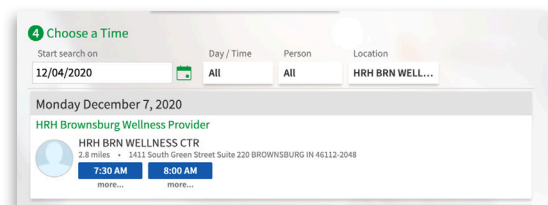
Next, select **Business Health** as the **Specialty**.

Then, choose the **Type of Appointment** you need. Enter your zip code to find locations closest to you with availability. Or, select **All Locations** to view all available appointments.



③ PICK A DATE & TIME

Once you have found your desired location, select the date and time that works best for your schedule. The time you select will be highlighted in green.



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④ COMPLETE APPOINTMENT INFORMATION

Enter a **Reason for Visit**. Then click **Schedule It!** once you have reviewed all the appointment information.

The screenshot shows the 'Confirm and Schedule' step. At the top, it says 'HRH Brownsburg Wellness Provider'. Below that, the appointment date and time are listed: 'Tuesday, August 28, 2018 1:30 PM'. To the right, the provider's address is shown: 'HRH BRN WELLNESS CTR, 470 E. Northfield Drive, BROWNSBURG IN 46112'. A text box contains the reason for visit: 'I am a new patient and would like to establish care with a provider at this location.' Below the text box, it says 'Maximum 250 characters.' At the bottom, there is a green button that says 'SCHEDULE IT!'.

⑤ LOG INTO YOUR MYCHART ACCOUNT OR CHOOSE TO SCHEDULE AS A GUEST

If you already have a MyChart account, you can enter your Username and Password to finish scheduling the appointment.

If you do not have a MyChart account and would like to **Schedule as a Guest**, enter all the required information (noted by a red icon). Note: Insurance information is not required.

The screenshot shows the 'You're Almost Done...' step. It has two options: 'Log in to MyChart to Schedule Your Appointment' and 'Schedule as a Guest'. The 'Log in' option has fields for 'MyChart Username' and 'Password', with 'Forgot username?' and 'Forgot password?' links. The 'Schedule as a Guest' option has a section for 'Patient Information' with fields for 'First Name', 'Middle Name', 'Last Name', and 'Date of Birth'. A red arrow points to the 'First Name' field, which has a red asterisk indicating it is a required field. There is also an 'Insurance Inf' section on the right.

⑥ COMPLETE THE SCHEDULING PROCESS

Click **Next** when you have filled out all information on each page. The last step will be to complete the CAPTCHA verification and click **Schedule It!**.

The screenshot shows the 'Verification' step. It says 'As a spam prevention measure, complete the CAPTCHA below.' There is a green checkmark and the text 'I'm not a robot' next to a CAPTCHA logo. Below the logo, it says 'reCAPTCHA Privacy Terms'.

⑦ REVIEW YOUR CONFIRMATION

You will see a confirmation page with your appointment information. You can print this to keep as a reminder for your appointment.

The screenshot shows the confirmation page. It has the MyChart logo at the top. Below that, it says 'Thanks, [redacted], your appointment is scheduled!'. There is a print icon. Below that, the appointment details are repeated: 'HRH Brownsburg Wellness Provider, Tuesday, August 28, 2018 1:30 PM, HRH BRN WELLNESS CTR, 470 E. Northfield Drive, BROWNSBURG IN 46112'. At the bottom, there are links for 'App Store' and 'Google Play', and a footer with 'FAQs Privacy Policy Terms and Conditions High Contrast Theme' and 'MyChart powered from Epic Systems Corporation. © 2018'.

STAY CONNECTED WITH MYCHART!

If you haven't signed up for our MyChart patient portal, the process is fast, simple and secure. Ask our team at your next Wellness Center visit, or go to mychart.hendricks.org and click on "Request an Access Code." Then, follow the steps to create your account. Questions? Call (317) 456-9060 for assistance.