

# ONLINE SCHEDULING



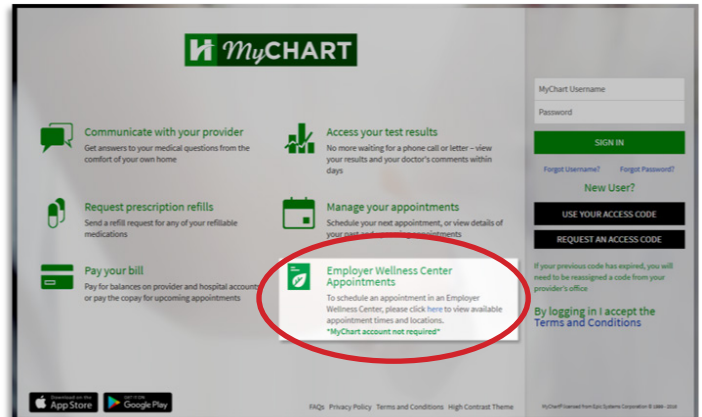
## How to Schedule Online for Your Employer Wellness Center

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](http://mychart.hendricks.org).

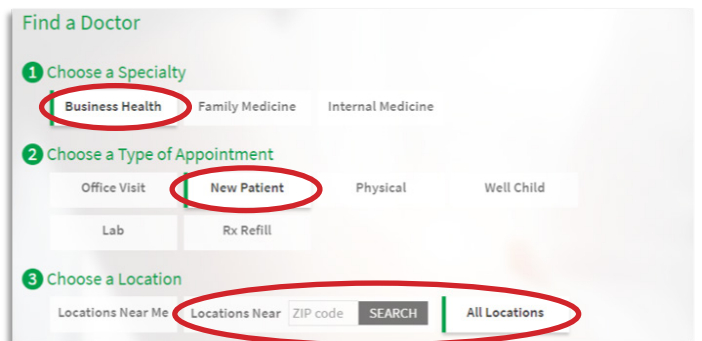
Locate the Employer Wellness Center Appointments section on the home page and click the blue “here” hyperlink. This will take you to the scheduling page where you can search and book appointments.



### ② CHOOSE APPOINTMENT TYPE & LOCATION

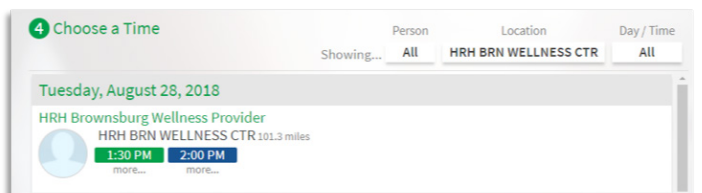
Next, select **Business Health** as the **Specialty**.

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.



# ONLINE SCHEDULING

## 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' page for HRH Brownsburg Wellness Provider. It displays the appointment date and time: Tuesday, August 28, 2018, at 1:30 PM. The provider's address is listed as HRH BRN WELLNESS CTR, 470 E. Northfield Drive, Brownsburg, IN 46112. A text box for 'Reason for Visit' contains the text: 'I am a new patient and would like to establish care with a provider at this location.' A green 'SCHEDULE IT!' button is visible at the bottom.

## 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...' page. It has two main sections: 'Log in to MyChart to Schedule Your Appointment' with fields for 'MyChart Username' and 'Password', and 'Schedule as a Guest' with fields for 'First Name', 'Middle Name', 'Last Name', and 'Date of Birth'. A green arrow points to the 'First Name' field, which has a red asterisk indicating it is a required field. A 'LOG IN AND SCHEDULE IT!' button is also present.

## 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 asks the user to complete a CAPTCHA as a spam prevention measure. There is a checkbox labeled 'I'm not a robot' which is checked, and a reCAPTCHA logo with links for 'Privacy' and '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 MyChart confirmation page. It features the MyChart logo and a message: 'Thanks, [redacted], your appointment is scheduled!'. Below this, it repeats the appointment details: HRH Brownsburg Wellness Provider, Tuesday, August 28, 2018, at 1:30 PM, and the provider's address. At the bottom, there are links for 'App Store' and 'Google Play', and a footer with 'FAQs', 'Privacy Policy', 'Terms and Conditions', and 'High Contrast Theme'.

## 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](https://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.