



Employer Clinic Online Tools

GETTING STARTED

Go to www.hendricks.org/clinic

- Click on “Forgot your password?”
- Enter your username, which will always be first initial, last name, and the last four digits of your social security number without dashes or spaces.
Example: JDoe1234.
- Fill out the fields of basic information.
- Click “Retrieve”
- Your password will be sent to your school email inbox.
- If you do not have a school email, please call the Health Help Line (317-837-5595) or Jackie Berkley (317-544-6000) for help.

If you need help with your username/password, please contact the Hendricks Regional Health Help Line at (317) 837-5595 for assistance. Avon School employees can make appointments by phone and do not need to use the computer to participate in the clinic. The Help Line is staffed daily from 8 a.m. until 5 p.m.

SCHEDULE APPOINTMENTS

Select a date to see available appointment:

December 2009							8:00 AM
Su	Mo	Tu	We	Th	Fr	Sa	1:00 PM
29	30	1	2	<u>3</u>	<u>4</u>	<u>5</u>	3:10 PM
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	3:50 PM
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
<u>20</u>	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	

No Appointment Schedule

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

Clinic:

Patient:

• Pick up Date:

• Drug Name:

Rx Number:

List of drugs for refill

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

Type:

Status:

From:

To:

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

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.