



# WELLNESS CENTER SCHEDULING TOOL

## 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.

**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 [DePauwHealth.org/Schedule](http://DePauwHealth.org/Schedule) to log-in, as well as get access to FAQs and a printable Scheduling Help Sheet.

**Need more help?** Call (317) 837-5595 Monday through Friday from 8 a.m. to 5 p.m. or visit [DePauwHealth.org/ScheduleHelp](http://DePauwHealth.org/ScheduleHelp).

## 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

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

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:

Patent	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	8:55 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.