

# DEPAUW HEALTH

## DePauw Wellness MyChart Appointment Scheduling

The Wellness Center is implementing a new medical record system on September 15, 2018. Your first appointment after September 15 will need to be scheduled via phone by calling (765) 658-4555. During that appointment, the staff will set you up with a MyChart account. Then, you can begin using the steps below to schedule all future appointments.

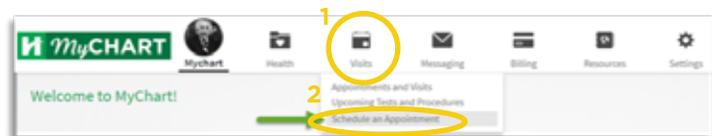
### ① LOG IN AT MYCHART.HENDRICKS.ORG

Open a web browser and log into your MyChart at [mychart.hendricks.org](http://mychart.hendricks.org).



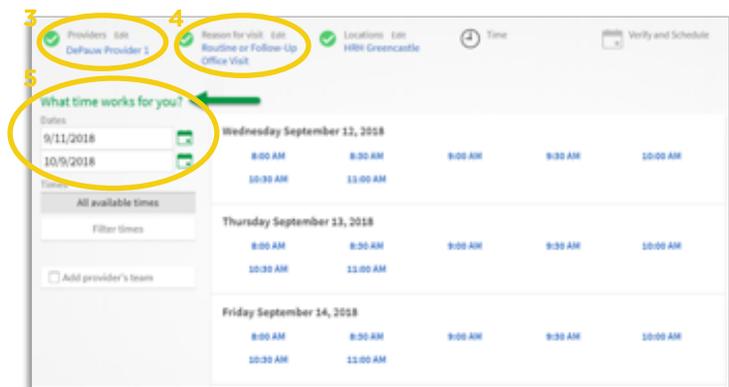
### ② CHOOSE YOUR PROVIDER, DATE & TIME

On the main toolbar, highlight the **Visits** tab and select **Schedule an Appointment**.



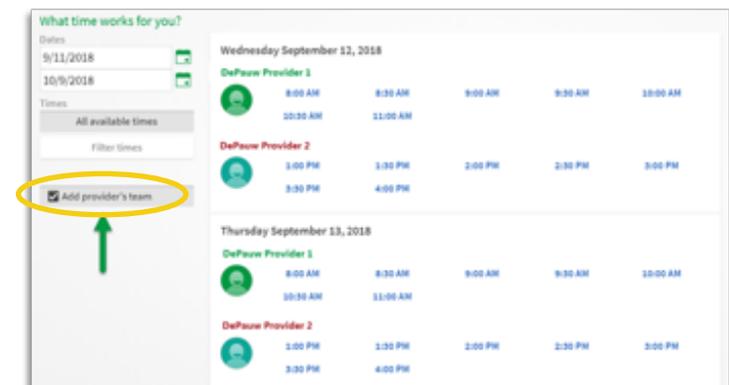
Next, select your DePauw Health Wellness Center provider. *Tip: this is the provider you saw when your MyChart account was set up for you.*

Then, choose your **Reason for Visit**. You can now select a time and date that works for you. You also can filter dates and times to help narrow down your search to meet your scheduling needs.



### ③ ADD A PROVIDER'S TEAM

If you determine that one of these times doesn't work, you can select the **"Add provider's team"** to display available dates and times with other DePauw Wellness providers at that location.



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### ④ VERIFY AND SCHEDULE

Selecting your date and time will take you to the **Verify and Schedule** step. Ensure that all the information is correct and enter a **Comment** to let us know why you are scheduling this appointment (*this is required*). Click **Schedule** to complete the process.

Is everything correct?

Routine or Follow-Up Office Visit with DePauw Provider 2

Tuesday September 18, 2018  
Starts at 2:30 PM (25 minutes)

HIGH DEPAUW STDNT CTR  
800 S LOCUST ST  
GREENCASTLE, IN 46135-2052

Comments:  
I've had a sore throat and headaches for the past two days

443 of 500 characters remaining

SCHEDULE

### ⑤ VIEW YOUR CONFIRMATION

You will see a confirmation with all of your appointment's information after you've scheduled your appointment. You can add your appointment to your personal calendar by clicking on the hyperlink.

Appointment Scheduled

Established with DePauw Provider 2

Tuesday September 18, 2018 2:30 PM EDT (25 minutes)

Add to Calendar

HIGH DEPAUW STDNT CTR  
800 S LOCUST ST  
GREENCASTLE, IN 46135-2052  
765-658-4555

Get Directions

You can save time at the clinic by filling out the following questionnaires:  
Patient Medical History (Not Started)

### ⑥ WHERE TO FIND YOUR UPCOMING APPOINTMENT LIST

If your scheduled appointment is within the next two weeks, you will see the appointment information on your MyChart home page.

To Do

Established with DePauw Provider 2  
Tuesday September 18, 2018  
Starts at 2:30 PM

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

If your scheduled appointment is further than two weeks out, you can view it by going to the **Visits** tab and clicking **Appointments and Visits**. You can view more details of your appointment

This Month

Established at 2:30 PM  
Tuesday September 18, 2018

Add to Calendar

DePauw Provider 2  
HIGH DEPAUW STDNT CTR  
800 S LOCUST ST  
GREENCASTLE, IN 46135-2052  
765-658-4555

Get Directions