

## Northwestern/Eastern Howard Wellness Clinic

### Northwestern School Corporation Instructions for Accessing the Clinic Website



#### Getting Started

1. Access the internet and enter the web address: <https://www.wecaretlc.com/clinic>

*(You must use Internet Explorer as your web browser. The Employee Health Clinic website will not work on other browsers such as Mozilla or Firefox).*

**Note:** *If the user has Popup Blocker on, the popups such as the New Patient Questionnaire reminder will be blocked. The popup blocker needs to be turned off for this site.*

2. Fill in the following items: **\*\**(Every participant has their own unique login, even children)*\*\***

**Group ID:** NWSC

**User Id:** Use your Insured ID without the YRP, followed by M (for males) or F (for females), followed by complete year of birth (YYYY); please make sure that you enter all 3 components without spaces or commas in between. Example: 123M45678F1978

**For example:**

- Insured ID # = Found on your Insurance ID Card (your format is 3 numbers, one letter, five numbers)
- Sex=M or F
- Birth year = 1977

**Password:** Last Name *in all CAPITAL letters*; if you have previously accessed your profile, enter the password that you chose at that time. You will be *prompted* to change the temporary password assigned upon initial login to a new password. Once new password is entered click **submit** and you will then be directed to the Home Page.

**Note:** If you can not get into the Employee Health Clinic site using the above instructions, please call 1-800-941-0644 and press option 2.

#### Home Page

A screenshot of a Microsoft Internet Explorer browser window displaying the We Care TLC Home Page. The browser's address bar shows the URL "https://www.wecaretlc.com/practice/home.asp". The page content includes the We Care TLC logo, a "Welcome to your Health Center" heading, and a list of menu items such as "Profile", "HRA", "HRA Results", "Lab History", "Screening Guide", "Schedule", "Messaging", "Survey", "Forms", "Change Password", and "Logout". A "My Upcoming Appointments" table is visible on the right side of the page, with columns for "Date", "Office", "Visit Type", and "For". The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with the time "8:43 AM" and date "7/26/2007".

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## Updating your Profile

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2. Once you are logged in, click on the **Profile** button on the left side of the home page to update any information. At this point you can also change your User ID or password if you desire. When updating your profile, if any field does not accept your changes, please call the clinic for assistance.
3. Return to the home page by clicking on the **blue bar (Back to Home Page)** in the upper right corner of the profile page. You will then be directed back to the **Home Page**.

The screenshot shows a web browser window titled "Employee Profile - Windows Internet Explorer". The address bar shows the URL: "https://www.wecareit.com/Link2Profile.asp?ProfileGUID={7EF0032-763D-46DE-A283-3AFD93A886F}". The page content includes the "WeCare Patient Profile" logo and a "Back to Home Page" link. The form is divided into several sections:

- Required Fields**: A link to "Back to Home Page".
- Login Information**: Fields for Group Id (DEMO), User Id (place123), In-Active, Locked Out, and Require PW Change (checked).
- Personal Information**: Profile Type (Employee, Spouse, Dependent, Pre-Employment), Insurance Company, Last Name (Place), Date of Birth (5/14/1957), Sex (Male), Address 1 (102 Nowhere Ave), City (Albion), State (IN), Zip (43564), Home Phone (777-777-7777), Work Phone, Cell Phone, and Email.
- Primary Care Physician**: Fields for Physician Name, Phone #, and Fax #, with a checkbox for "I authorize the release of health information to the doctor I have identified."
- Insured Information (required if profile type is Dependent)**: Fields for Last Name, First Name, Date of Birth, Member Id, Relationship, and SSN.
- Emergency Contact Information**: Fields for Name, Home Phone, Work Phone, and Cell Phone.

The Windows taskbar at the bottom shows the Start button and several open applications, including "Chatter De...", "2 Windo...", "Windows In...", "Employee P...", "2 Micro...", "WeCare Us...", and "LPS2". The system clock shows "7:17 PM".

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## Completing the On-line Health Assessment (HRA, also known as New Patient Questionnaire)

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1. On the main Home page, click on the **New Patient Questionnaire** link on the left side of the page and then click on the **New Patient Questionnaire 1** button.
2. Answer the questions. **Note:** additional questions may appear depending on your responses.
3. Don't forget to **SAVE** your responses at the very bottom of the page,
4. If the lab values have been completed and downloaded into your profile, you will be able to see your Health Risk Assessment evaluation (HRA) immediately. **If the labs are not available, you will get a message to check back in 3 to 5 days after lab work has been done to view your full Health Evaluation.**

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## Scheduling an Appointment

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1. On the main home page, click on the **SCHEDULE** link.
2. On the main home page, click on the **SCHEDULE** link. Select the **Visit Type** from the dropdown that is appropriate for your visit; then on the **Schedule** dropdown, choose **Office Visit** for a visit with the Provider. **Please make certain that you choose the appropriate schedule.**
3. Click on the month in the calendar for your appointment. The dates for the particular **Schedule** that you wish to schedule a visit on will be **bold**; click on the day you wish to schedule your visit on and then click **NEXT**.
4. The times available for that date will appear; select the time slot for your appointment, then click **NEXT**.
5. Verify your Personal Information on the next screen; click **NEXT**. Verify your Contacts; click **NEXT**; a confirmation page will appear with your scheduled appointment date and time; review the information, confirm by clicking **FINISH**. To cancel or reschedule your visit, go to the Home Page and your scheduled time will appear in the upper right-hand corner. Click on **CANCEL** and then reschedule for the time desired by following the instructions in this section beginning with #1.