



LCSC Health and Wellness Center

Instructions for Accessing the Clinic Website

Getting Started

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

Note: You will need to disable any Popup Blockers for this site.

2. Fill in the following items:

**** (Every participant has their own unique login, even children) ****

Group ID: LCSC

User Id: Member ID on card (excluding YRP in front of number) + Gender + Birth Year

For example:

- Member ID # = Found on your Health Plan Card (222M5222)
- Sex=M or F
- Birth year = 1990
 - **Example:** 222M5222**M**1990 or 222M5222**F**1990

Temporary Password: Last Name *in all CAPITAL letters*.

You will be *prompted* to change this temporary password upon your initial login to a new password. Once a new password is entered click **submit** and you will then be directed to the Home Page.

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

Home Page

Scheduling

1. On the Home Page Click Schedule



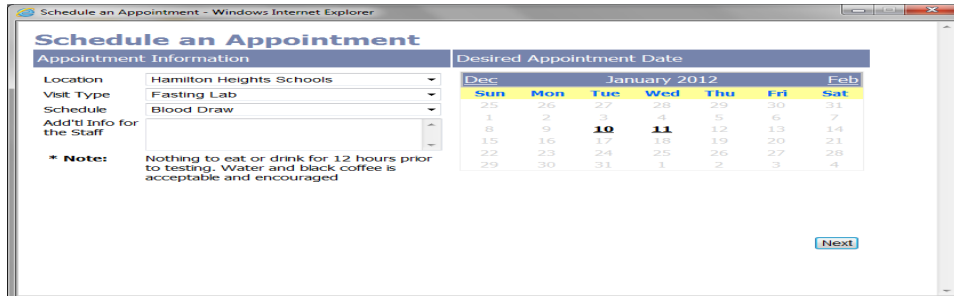
holder, place

Please select from the options below.		My Upcoming Appointments				
Profile	Access your personal profile information and update it.	Date	Clinic	Schedule	Visit Type	For
New Patient Questionnaire	Fill out your New Patient Questionnaire					
New Patient Questionnaire Results	Review your Evaluation					
Lab History	View your Lab History					
Screening Guide	Access your Health Screening Guidelines					
Move It...Lose It	Access the Move It. Lose It Library					
Schedule	Schedule an appointment with the clinic					
Survey	Participate in our Satisfaction Survey					
Forms	Access Online Forms or Links					
Change Password	Change your Password					
Logout	Logout of the Clinic					

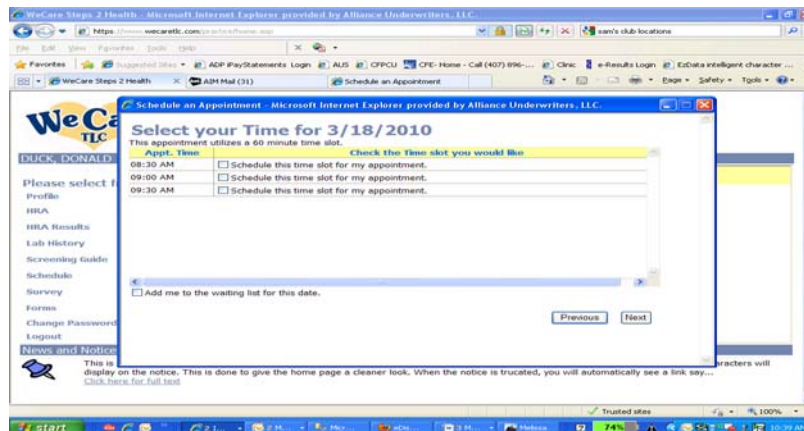
News and Notices

2. The Schedule an Appointment window will open.

- To schedule your first appointment in the clinic for your consultation, select “New Patient Visit” as the visit type and “Office Visit” as the schedule. New patient appointments are 40 minutes in length in order to give the provider ample opportunity to meet with you, gather a medical history, and review your lab results. It is important that you choose “New Patient Visit” as this will automatically reserve enough time for this visit.
- Click on the date in black that you want for your appointment date and then click on next.



3. Available appointment times will appear for that day. Here you can select an appointment time, add yourself to the waiting list or return to the previous screen to view a different day.



4. Finally you will be prompted to verify your personal profile information and a final confirmation screen. At this screen verify that the appointment date and time is correct and click FINISH. Until you click FINISH your appointment is not scheduled. Once you click FINISH you will receive a confirmation page that your appointment has been scheduled. After you have completed your appointment reservation, you will immediately receive an email reminder. In addition an email and/or phone call reminder will occur the day before your appointment.

5. If you need to cancel your appointment, on the home page in the My Upcoming Appointments section any scheduled appointments will display. You can cancel an appointment by clicking the CANCEL button.

Completing the On-line Health Assessment Questionnaire

1. On the main Home page, click on the Health Assessment link and then click on the **Health Assessment 2012 link.**
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 your lab results have been received, you will be able to see your New Patient Questionnaire Evaluation immediately. If your lab results have not been received at that time, you will get a message to check back in 3 to 5 days to view your full Evaluation.