

# Employee Health Clinic Appointment Guide

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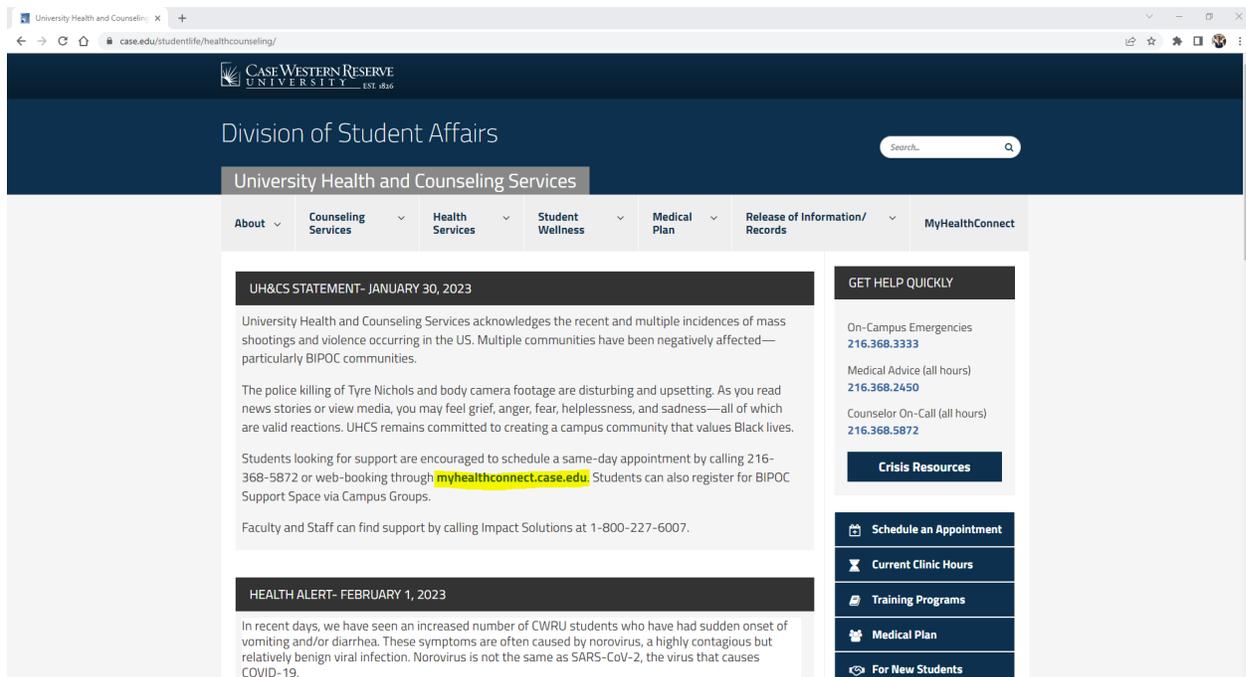
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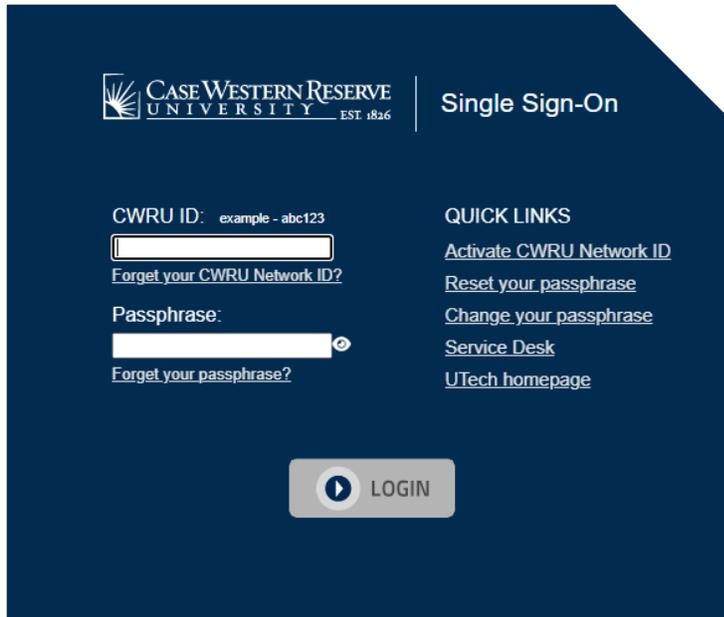
## Booking an Employee Health Clinic Appointment

### Logging into MyHealthConnect

1. Navigate to the University Health and Counseling Services Website; listed on the department website is the MyHealthConnect resource link.
2. Click on this link to get to the MyHealthConnect webpage.



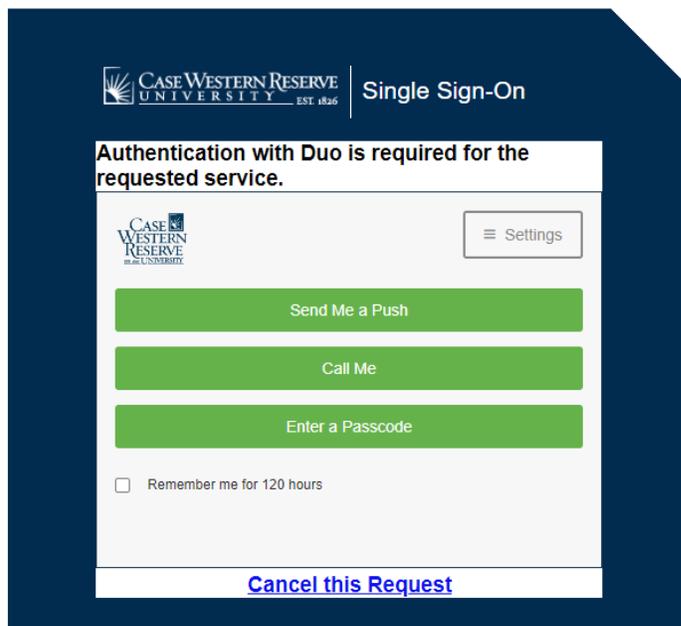
3. On the MyHealthConnect webpage, sign in using your provided case network id and password.



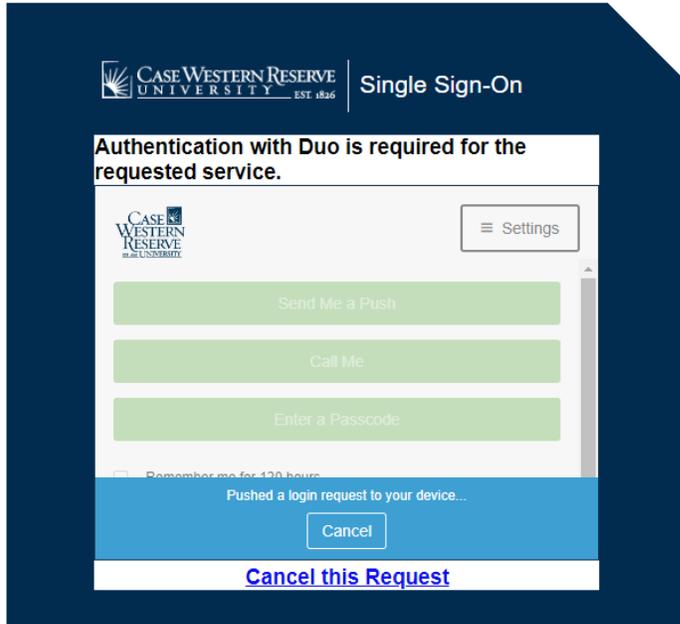
The Single Sign-On service allows you to enter your CWRU Network ID and passphrase to access multiple resources within the Case Western Reserve University network.

WARNING: This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the [Acceptable Use Policy](#) of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

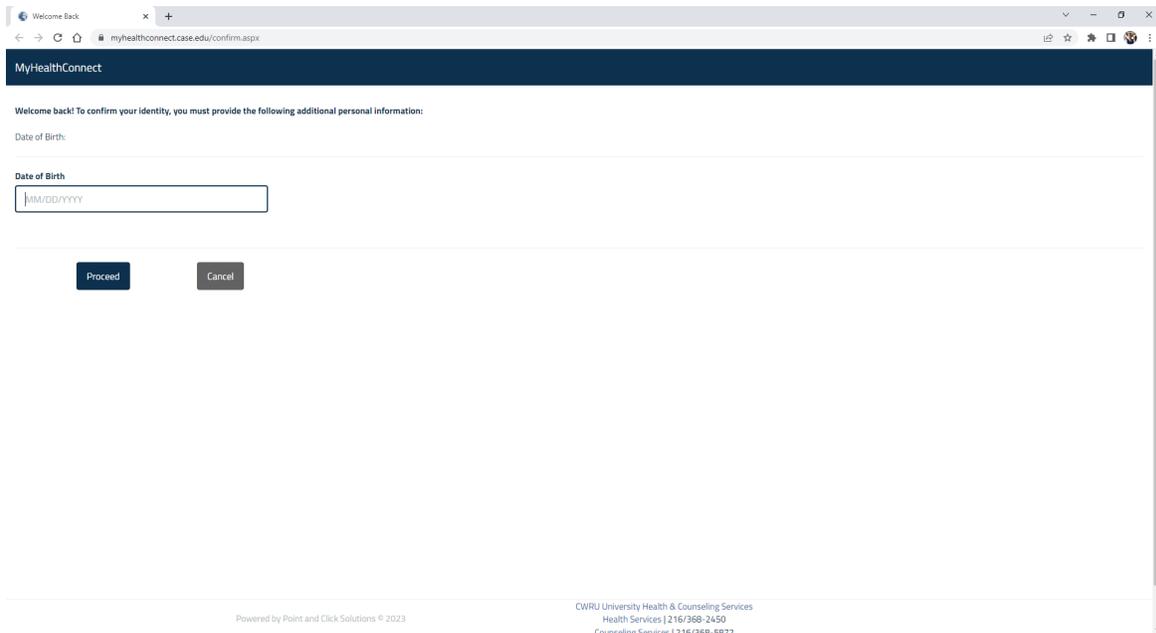
4. Once the webpage accepts your provided login information, a duo request will appear asking you to approve the login. Approve this Duo Request.



**NOTE:** If you are not setup with Duo it may either prompt setup of two-factor authentication or automatically jump you to the next step.



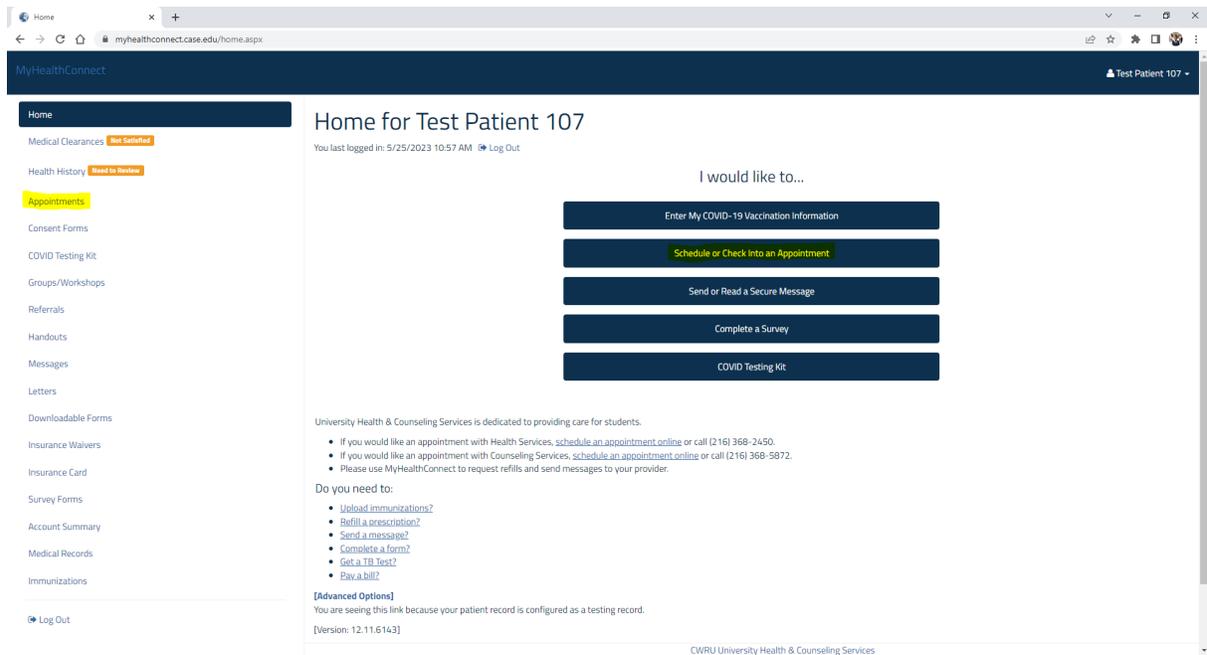
5. Provide your date of birth to confirm your identity matches our health record.



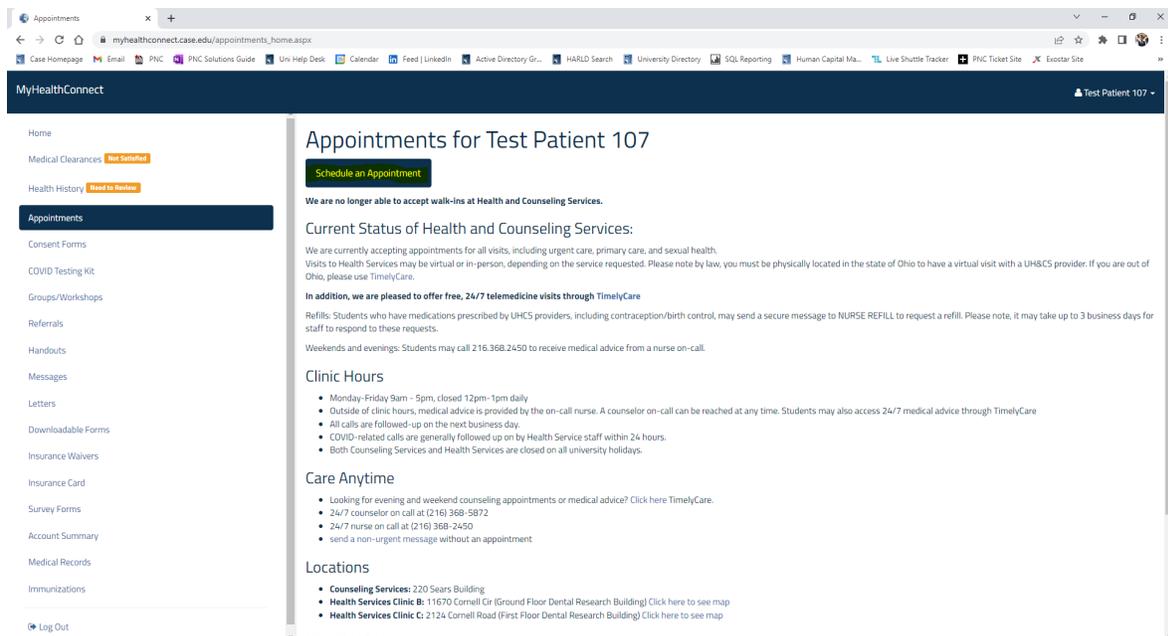
# Booking an Appointment

1. Click on ‘Schedule or Check Into An Appointment’ on the MyHealthConnect homepage.

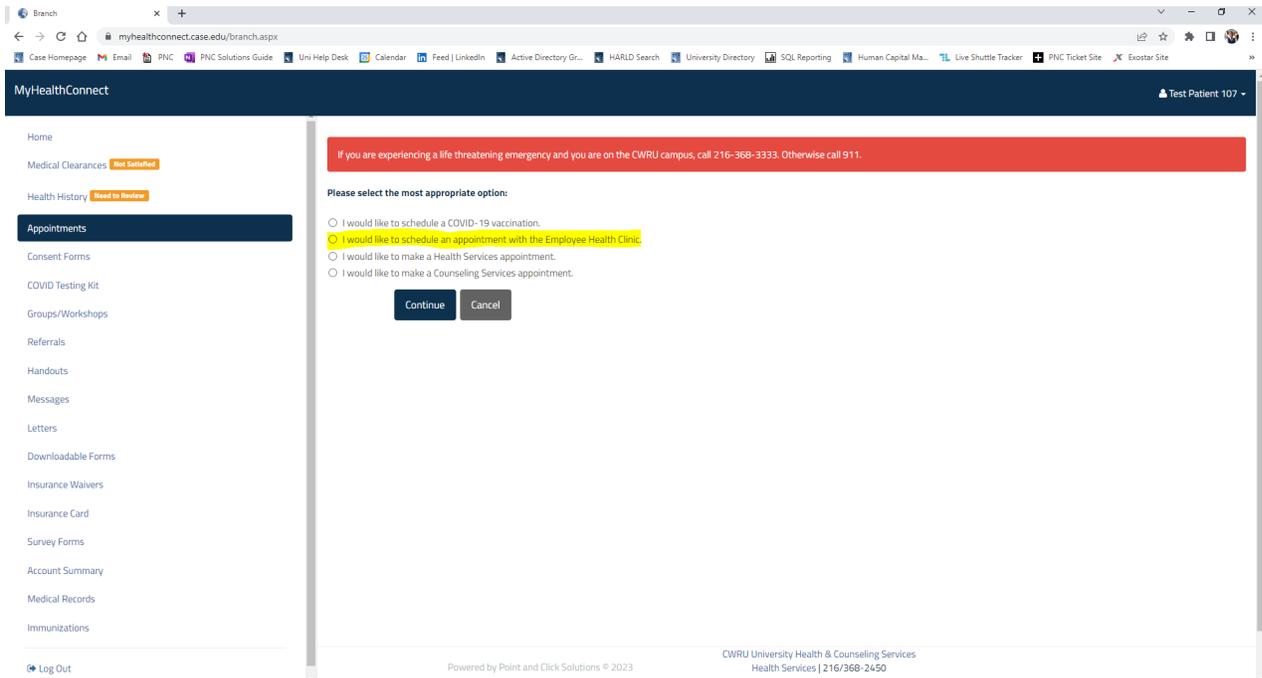
**NOTE:** This can also be done by clicking on the ‘Appointments’ tab on the left-hand side of the screen.



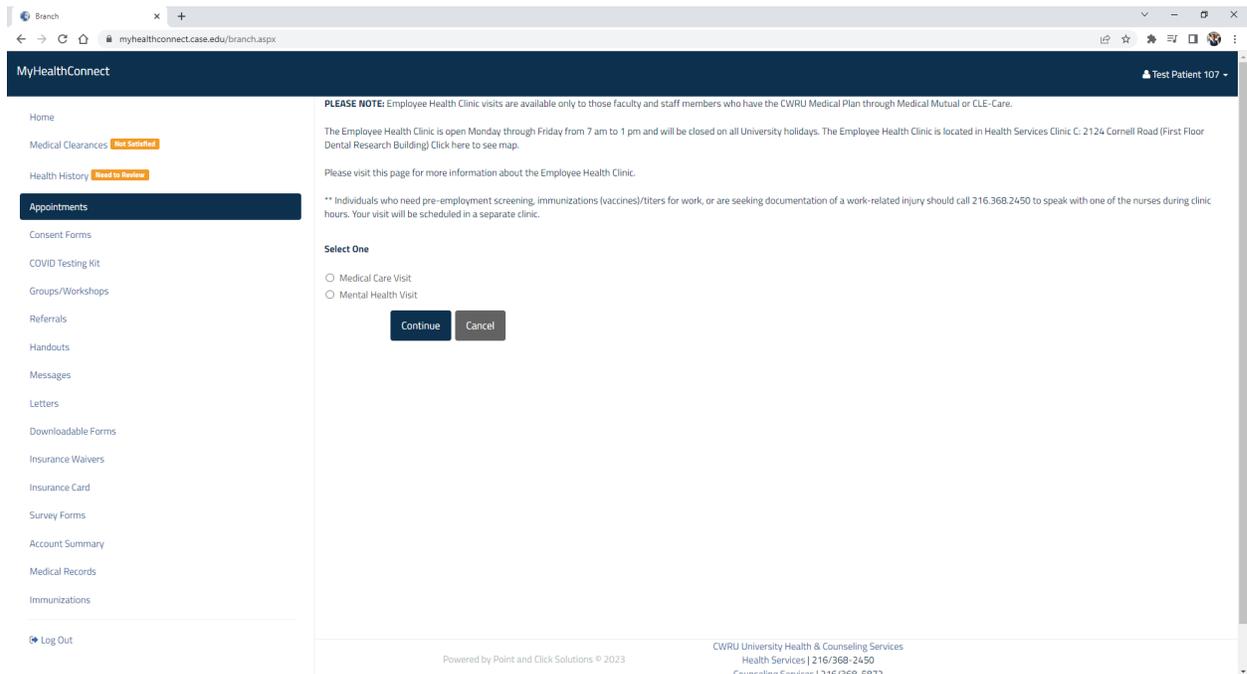
2. Select “Schedule an Appointment”.



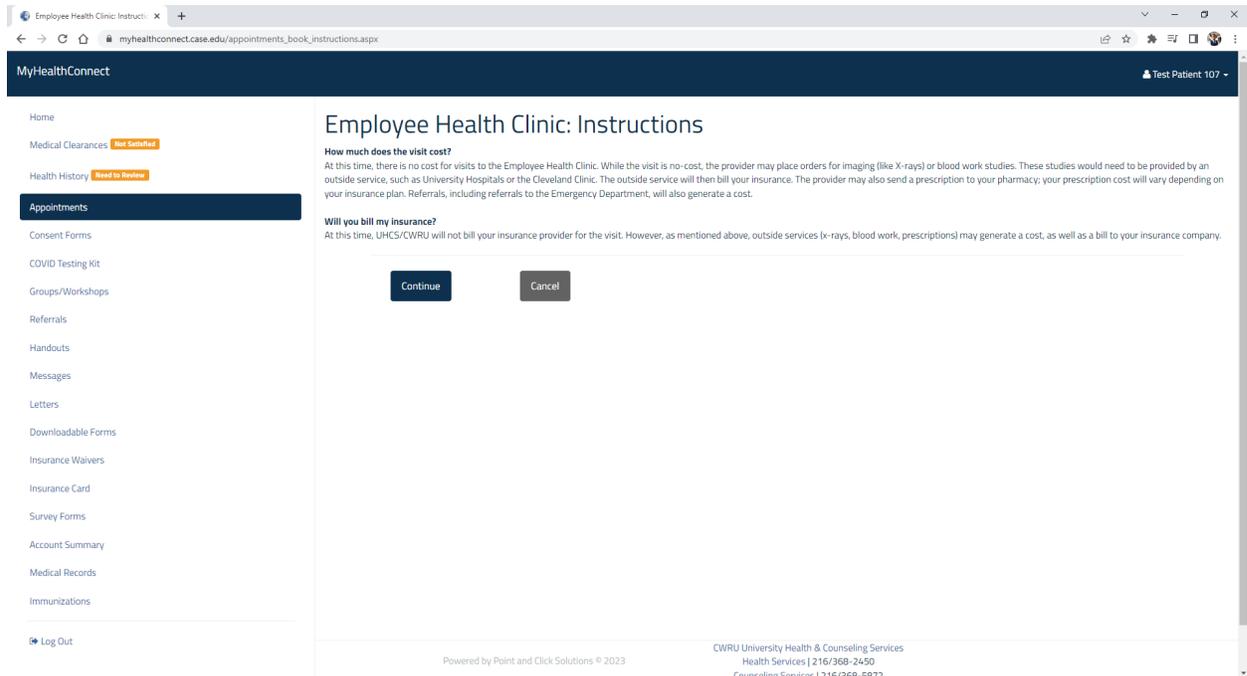
### 3. Select “I would like to schedule an appointment with the Employee Health Clinic”.



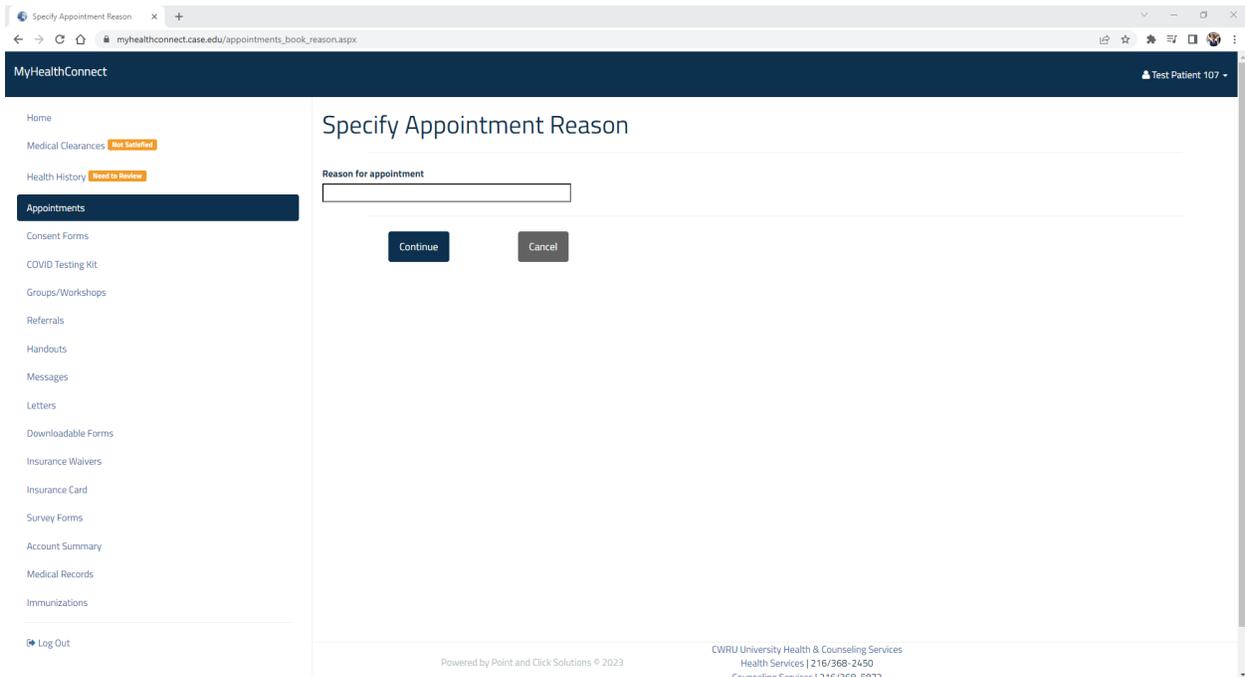
### 4. Select if you would like to schedule a “Medical Care Visit” or “Mental Health Visit”.



- Once you select your appointment option, you will see some common questions asked. Select “Continue”.



- Specify an “Appointment Reason”. This will be communicated to our staff to give further details into the purpose of your appointment.



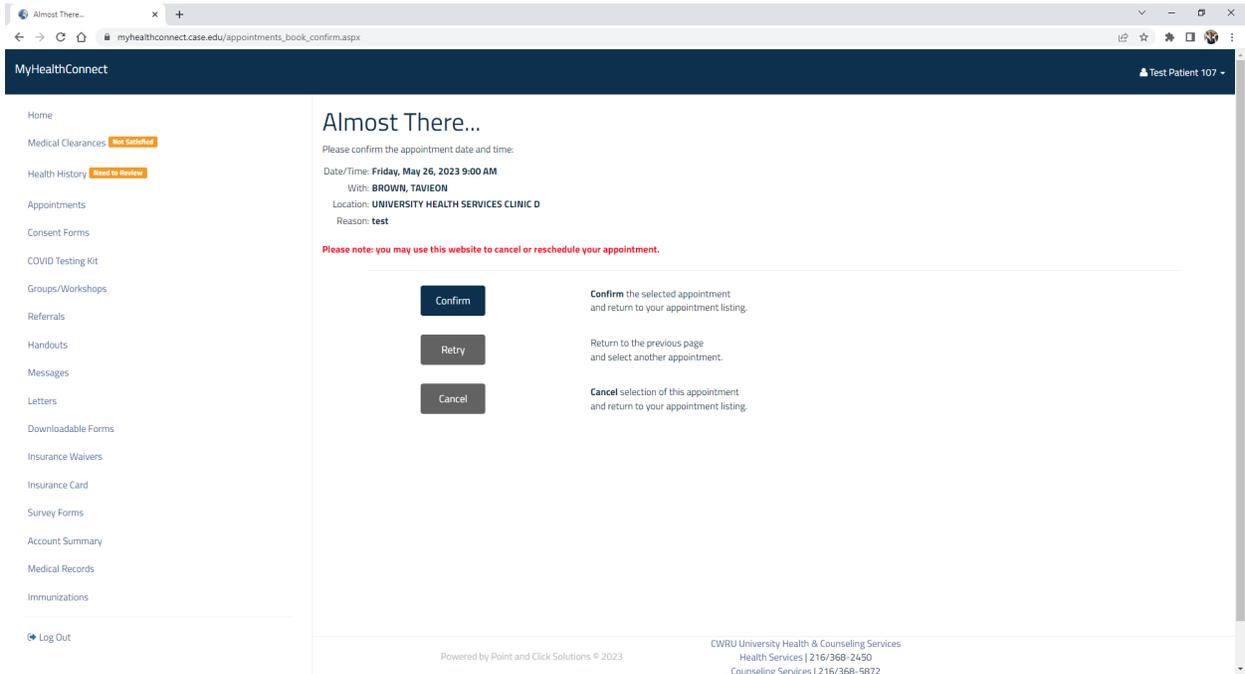
## 7. Provide your race and/or ethnicity. Select “Continue”.

The screenshot shows the 'Race/Ethnicity' form in the MyHealthConnect system. The form is titled 'Race/Ethnicity' and includes the instruction: 'Please provide your race/ethnicity below before continuing.' There are three dropdown menus: 'Ethnicity' (with 'Select Race/Ethnicity' as the placeholder), 'Race' (with 'Select Race' as the placeholder), and '2nd Race (optional)' (with 'Select 2nd Race' as the placeholder). Below the dropdowns are two buttons: 'Continue' and 'Cancel'. The left sidebar contains various navigation options such as Home, Medical Clearances, Health History, Appointments, Consent Forms, COVID Testing Kit, Groups/Workshops, Referrals, Handouts, Messages, Letters, Downloadable Forms, Insurance Waivers, Insurance Card, Survey Forms, Account Summary, Medical Records, Immunizations, and Log Out. The footer of the page includes the text 'Powered by Point and Click Solutions © 2023' and contact information for CWRU University Health & Counseling Services.

## 8. MyHealthConnect will now search for an available appointment using your provided information.

The screenshot shows the 'Schedule Appointment' page in the MyHealthConnect system. The page is titled 'Schedule Appointment' and includes the text: 'Appointments available to book via the web:'. Below this, there is a 'Set search start date:' field with a calendar icon and the date '05/25/2023'. A note states: 'System will search from the start date to the 7 to 30 (max) days following.' The 'Visit Type' is 'EMP ACUTE CARE' and the 'Specified Reason' is '- test'. There is a search bar with the text 'Search for appointments' and two buttons: 'Continue' and 'Cancel'. Below the search bar, a message states: 'No Primary Care Clinician is currently specified for this Patient.' Underneath, there is a section titled 'Appointments available with your Other Clinicians' which lists a series of appointment slots for 'Friday, May 26, 2023' at 'BROWN, TAVIEON at UNIVERSITY HEALTH SERVICES CLINIC C'. The slots range from 9:30 AM to 11:30 AM in 15-minute increments. The left sidebar and footer are identical to the previous screenshot.

9. Select the appointment time that fits your needs and availability. Once selected, press “Continue”.
10. Confirm your appointment details via the subsequent window. Press “Confirm” to formally book the appointment.



11. A confirmation page will appear. This is the end of the booking process. **NOTE:** You will receive a confirmation email associated with your account. The generated QR code can be provided at the time of your appointment to facilitate and expedite check-in.

