



# ThedaCare™

## Use MyThedaCare to Schedule Your Appointment

If you already have an active myThedaCare account, simply go to: [www.mythedacare.org](http://www.mythedacare.org) and follow the instructions below to schedule your appointment.

All **City of Appleton** employees have been sent an access code to set up a MyThedaCare Account.

If you are a spouse, and you don't have a MyThedaCare account, **please request an activation code** by sending an email to [tcaw@thedacare.org](mailto:tcaw@thedacare.org). Please write MyThedaCare in the subject line and include your legal first and last name, date of birth, and mailing address. If you have issues with your account, please email the address above.

1. Log in to your MyThedaCare portal at [www.mythedacare.org](http://www.mythedacare.org)

MyThedaCare Username  
pha  
Forgot MyThedaCare Username?

Password  
.....  
Forgot Password?

Sign In

MyChart® Epic Systems Corporation

New User?  
Sign Up Now

Learn More...

FAQs Privacy Policy Terms and Conditions

Available on the App Store ANDROID APP ON Google play

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THEDA CARE  
In partnership with

Primary Care Associates  
Kaukauna Clinic, SC  
Fox Valley Surgical Assoc

Kaldas Center  
Menominee Tribal Clinic  
Mosaic Family Health

NeuroSpine Center of WI  
Osteopathic Medicine & PT  
Surgical Assoc. of Neenah

Dr. Ram Turlapati  
Dr. Subasini Turlapati  
Fox Valley Pulmonary

Valley Eye Associates  
WI Institute of Urology  
Women's Care of Wisconsin

**Terms and Conditions**  
To proceed, you must agree to the following conditions governing the use of this Web site.

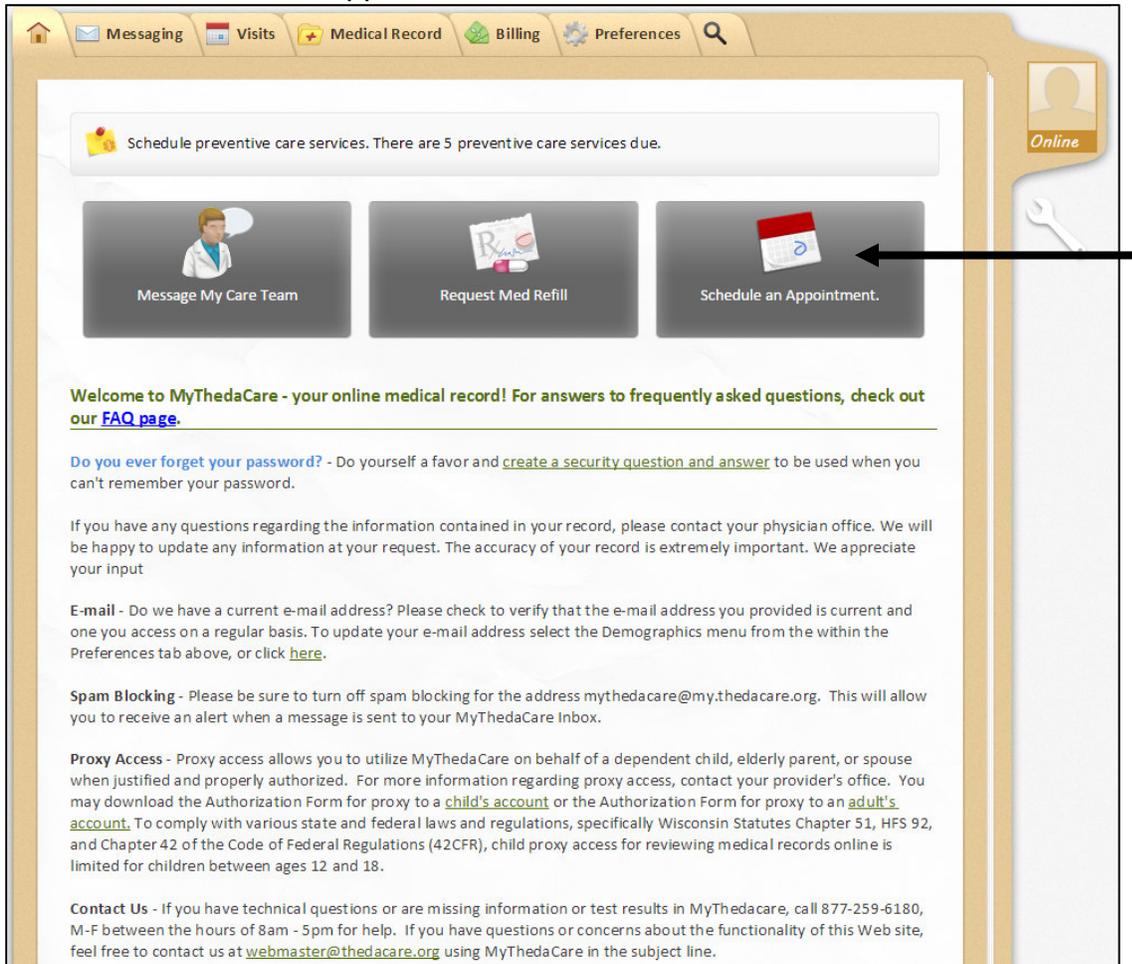
MyThedaCare provides a secure, convenient communication channel between you and your health care provider for non-urgent messages. Your username and password are key to protecting the confidentiality of your information. Please observe the following guidelines for messages sent through MyThedaCare:

- Please DO NOT SHARE your password with anyone
- Please do not send any messages requiring urgent attention
- Typical turnaround time for responses is one (1) business day
- Please note that messages may be viewed by any of your treating physicians or any of

Please do not show this page next time

Accept Decline

## 2. Click “Schedule an Appointment”



The screenshot shows the MyThedaCare home page. At the top, there is a navigation bar with icons for Messaging, Visits, Medical Record, Billing, and Preferences. Below the navigation bar, a notification banner states: "Schedule preventive care services. There are 5 preventive care services due." In the center, there are three main action buttons: "Message My Care Team", "Request Med Refill", and "Schedule an Appointment". A black arrow points to the "Schedule an Appointment" button. Below the buttons, there is a welcome message and several informational sections: "Welcome to MyThedaCare - your online medical record! For answers to frequently asked questions, check out our [FAQ page](#).", "Do you ever forget your password? - Do yourself a favor and [create a security question and answer](#) to be used when you can't remember your password.", "If you have any questions regarding the information contained in your record, please contact your physician office. We will be happy to update any information at your request. The accuracy of your record is extremely important. We appreciate your input", "E-mail - Do we have a current e-mail address? Please check to verify that the e-mail address you provided is current and one you access on a regular basis. To update your e-mail address select the Demographics menu from the within the Preferences tab above, or click [here](#).", "Spam Blocking - Please be sure to turn off spam blocking for the address mythedacare@mythedacare.org. This will allow you to receive an alert when a message is sent to your MyThedaCare inbox.", "Proxy Access - Proxy access allows you to utilize MyThedaCare on behalf of a dependent child, elderly parent, or spouse when justified and properly authorized. For more information regarding proxy access, contact your provider's office. You may download the Authorization Form for proxy to a [child's account](#) or the Authorization Form for proxy to an [adult's account](#). To comply with various state and federal laws and regulations, specifically Wisconsin Statutes Chapter 51, HFS 92, and Chapter 42 of the Code of Federal Regulations (42CFR), child proxy access for reviewing medical records online is limited for children between ages 12 and 18.", "Contact Us - If you have technical questions or are missing information or test results in MyThedaCare, call 877-259-6180, M-F between the hours of 8am - 5pm for help. If you have questions or concerns about the functionality of this Web site, feel free to contact us at [webmaster@thedacare.org](mailto:webmaster@thedacare.org) using MyThedaCare in the subject line.

## 3. Select “Employer Clinic Visit” from list



The screenshot shows the "Schedule an Appointment" page. At the top, there is a calendar icon and the heading "Schedule an Appointment". Below the heading, there is a prompt: "Choose your reason for scheduling an appointment from the options below." There are four buttons for selection: "Office visit" (with subtext "A general visit with your healthcare provider."), "Physical/Well Adult", "Employer Clinic Visit", and "Well Child (2 months and older)". A black arrow points to the "Employer Clinic Visit" button. At the bottom, there is a fifth button: "Well Baby (2 week-old)".



4. Choose City of Appleton and click Continue

**Schedule an Appointment**

Pre-Visit Questionnaire

Please answer the following questions.

Please select your Employer Clinic.

Appleton Area School District Berlin Schools **City of Appleton** Galloway

Great Northern Wellness Center KASD Health&Wellness Center Plexus Wey-Frem Schools

Continue Start Over

5. Select your patient type and click Continue

Pre-Visit Questionnaire

Please answer the following questions.

\* Indicates a required field.

\* Is patient employee, spouse, retiree, child or temp?

Employee-Hourly Spouse Retiree Child Temp Employee-Salary Remote Student

Continue Start Over

6. Choose your preferred dates and times and click Continue

Choose provider and location

Reason for visit: Employer Clinic Visit

Note: You can schedule appointments from 9/22/2016 to 9/22/2017.

Please choose the provider with whom you want to schedule an appointment. The location where the provider works is included in parentheses after the name. If you'd like to schedule an appointment with a provider who is not in the list below, you can try to [request an appointment](#) or call the clinic to schedule the appointment.

Schedule with: Griswold, Jessica E, APNP (Connecting Care Clinic-ThedaCare Regional Medical Center Appleton)

Preferred dates: From: 9/22/2016 To:

Limit times to: All available Other

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input type="checkbox"/>				
Afternoon	<input type="checkbox"/>				

Back Continue Start Over



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## 7. Select appointment time and click Continue

Date/Time	Providers/Resources	Department	Location
<input type="radio"/> Monday October 10, 2016 7:30 AM	Griswold, Jessica E, APNP	ThedaCare At Work Connecting Care Clinic	Connecting Care Clinic-ThedaCare Regional Medical Center Appleton
<input type="radio"/> Monday October 10, 2016 8:00 AM	Griswold, Jessica E, APNP	ThedaCare At Work Connecting Care Clinic	Connecting Care Clinic-ThedaCare Regional Medical Center Appleton
<input type="radio"/> Monday October 10, 2016 8:30 AM	Griswold, Jessica E, APNP	ThedaCare At Work Connecting Care Clinic	Connecting Care Clinic-ThedaCare Regional Medical Center Appleton
<input type="radio"/> Monday October 10, 2016 9:00 AM	Griswold, Jessica E, APNP	ThedaCare At Work Connecting Care Clinic	Connecting Care Clinic-ThedaCare Regional Medical Center Appleton
<input type="radio"/> Monday October 10, 2016 9:30 AM	Griswold, Jessica E, APNP	ThedaCare At Work Connecting Care Clinic	Connecting Care Clinic-ThedaCare Regional Medical Center Appleton

## 8. Verify date and time and enter brief description of your reason for visit. Click Make Appointment.



### Schedule an Appointment

Preview appointment details and schedule the appointment

Reason for visit: Employer Clinic Visit

**This appointment has not been scheduled yet!** Please verify that all of the information on this page is correct. If you still intend to schedule this appointment, please enter a reason for visit in the box below and click "Make Appointment" to schedule the appointment.

#### Appointment Information

Date: Monday October 10, 2016  
Time: 11:30 AM  
Duration: 30 minutes  
Visit With: Griswold, Jessica E, APNP  
Location: ThedaCare At Work Connecting Care Clinic (Connecting Care Clinic-ThedaCare Regional Medical Center Appleton)

#### Department Directions For ThedaCare At Work Connecting Care Clinic

The Connecting Care Clinic is located at 1818 N Meade St in Appleton inside the West Medical Office Building, connected to ThedaCare Regional Medical Center - Appleton (formerly known as Appleton Medical Center, or AMC). The entrance is at door 35, which faces Meade Street and the west parking lot, with parking available near the entrance. The Connecting Care Clinic is a partnership between ThedaCare, City of Appleton and Appleton Area School District providing services to employees, spouses, dependents 2 years and older, as well as retirees, covered by the health plan. Please bring your insurance card with you when utilizing the clinic.

#### Reason for Visit

Please enter a reason for visit here and click "Make Appointment" to schedule the appointment.

Sore Throat

Maximum 200 characters. Comment is required.

[Back](#) [Make Appointment](#) [Start Over](#)



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9. Confirm appointment and update patient history questionnaire, if applicable.

**Appointment Scheduled**

Review appointment details

Reason for visit: Employer Clinic Visit

Thank you for scheduling an appointment through MyThedaCare. Your appointment has been scheduled successfully. The details are given below.

**General Information**

What: Mythedacare Appointment with Jessica E Griswold, APNP  
When: Monday October 10, 2016 11:30 AM (30 minutes) ←  
Where: ThedaCare At Work Connecting Care Clinic (Connecting Care Clinic-ThedaCare Regional Medical Center Appleton)  
1818 N MEADE ST SUITE 120  
APPLETON WI 54911  
Phone: 920-225-1467

**Questionnaires**

Click on any incomplete questionnaires below to save time at the doctor's office by updating history information prior to your visit!

Questionnaire	Status
<input type="radio"/> Past History	Not Started

**Directions to ThedaCare At Work Connecting Care Clinic**

The Connecting Care Clinic is located at 1818 N Meade St in Appleton inside the West Medical Office Building, connected to ThedaCare Regional Medical Center - Appleton (formerly known as Appleton Medical Center, or AMC). The entrance is at door 35, which faces Meade Street and the west parking lot, with parking available near the entrance. The Connecting Care Clinic is a partnership between ThedaCare, City of Appleton and Appleton Area School District providing services to employees, spouses, dependents 2 years and older, as well as retirees, covered by the health plan. Please bring your insurance card with you when utilizing the clinic.

[Back to the Home Page](#)

10. Schedule and view upcoming appointments from your MyThedaCare dashboard anytime, 24/7!

Dashboard navigation menu:

- Home
- Messaging
- Visits
  - Future Appointments
    - Upcoming Appts
    - Request an Appt
    - Schedule an Appt
  - Visit History
    - Visit Summaries
    - Admission Summaries
- Medical Record
- Billing
- Preferences
- Search

There are 5 preventive care services due.

## Is there an App for that?

Yes! Download MyChart (EPIC) in the App Store from your mobile device and choose ThedaCare as your provider. If you prefer not to download an App, mythedacare.org is also completely mobile friendly.



# ThedaCare™

## Request Proxy Access for Dependents

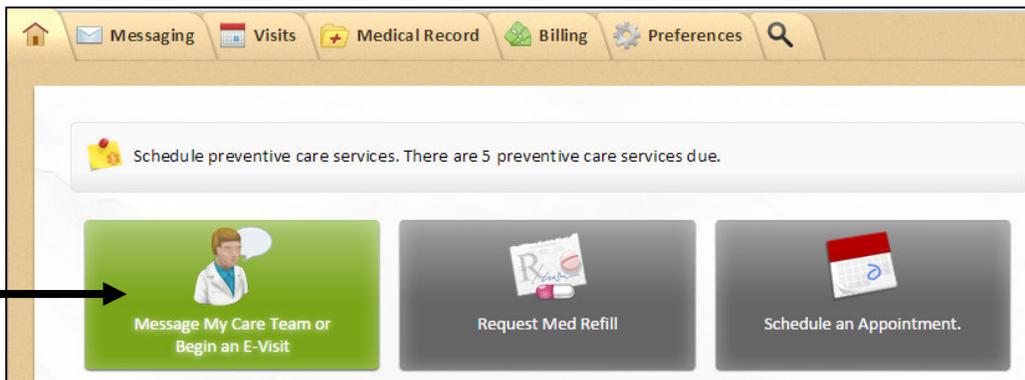
You can schedule appointments for your children using the Proxy function. Proxy access allows you to utilize MyThedaCare on behalf of a dependent child, elderly parent, or spouse when justified and properly authorized. You may download the Authorization Form for proxy to a child's account or the Authorization Form for proxy to an adult's account. To comply with various state and federal laws and regulations, specifically Wisconsin Statutes Chapter 51, HFS 92, and Chapter 42 of the Code of Federal Regulations (42CFR), child proxy access for reviewing medical records online is limited for children between ages 12 and 18.

To access the authorization form, go to:

<https://my.thedacare.org/MyChart/en-US/docs/AuthorizationWithProxyMinor.pdf>

## Message Your Provider

You can use MyThedaCare to "Message My Care Team", however **please note** your onsite provider may not be able to respond until the next time the provider is scheduled to be at your employer clinic. If you require a quicker reply, please consider messaging your Primary Care Provider or schedule an appointment with the onsite provider instead.



### Message My Care Team

Send a question or information to a provider's office. To send a message, simply fill out the fields on this screen and press the "Send" button.

Please observe the following guidelines when using electronic communication:

- Do not use electronic communication for urgent matters.
- Normal turnaround time is one working day.
- To send a message on behalf of a proxy patient, access the Message Center through the proxy account.
- Do not include information about more than one proxy patient in each message.
- Remember that this message will become a part of the medical record.

**From: Lyle Mike Zttest [E10688680]**

To the office of:

Subject:

The following people will be able to view this message online.

Myself (Lyle Mike Zttest)  Patient For Merging Zttest

Patient For Merging Zttest

What can I do to help this nagging cough?