



MyThedaCare appointment scheduling may be used to schedule appointments with providers, the lab, the nurse, the therapists or the health coach. This is an easy reference guide on how to set up your MyThedaCare account online and how to schedule a clinic appointment.

### How do I sign up for MyThedaCare?

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 with the onsite clinic provider(s).

### I need to create a MyThedaCare account?

Go to [www.mythedacare.org](http://www.mythedacare.org), click "Sign Up Now" and then click "No Activation Code". You will be asked to enter your demographic information and verify your identity. Once verified, you will be able to create your MyThedaCare username and password. If you have any questions or problems creating an account, please contact the Connecting Care Clinic staff at (920) 225-1467.

### How do I schedule an appointment?

- Log into [www.MyThedacare.org](http://www.MyThedacare.org)
  - Enter your MyThedaCare Username and password
- Click on "Visits" icon in the top menu bar then "Schedule an Appointment"
- Select "Employer Clinic Visit (Provider)"
- Select your insurance provider (AASD or City of Appleton) and "Continue"
- Select your employment status (hourly, spouse, retiree, child or salary) and "Continue"
- Choose "Who do you want to see?" (make sure you choose the correct schedule for your needs). You can select multiple providers by holding the Control Key when selecting.

**NOTE: Please choose the appropriate provider for your needs. All medical acute care needs that require an evaluation must be scheduled through Heather or Jessica as the nurse is unable to provide evaluations.**

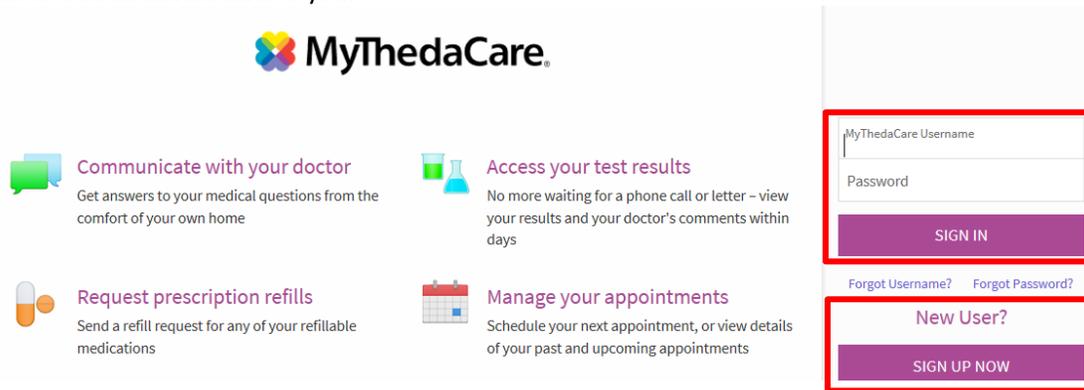
- Pick a date/time for the visit. If you do not see a time that works, click "More times" and more available times will appear.
- Verify your personal information: **Please update it if possible**, and click "This information is correct".
- Verify your insurance: **You can now take a photo of your insurance card to upload (front and back)**, then click "This information is correct".
- In the "What is the most important thing you want addressed during this visit" box, type the reason you need the visit (ie: cough and cold symptoms), then click "Schedule"
- Be sure to click on "Confirm appointment". **If this is not confirmed, your appointment will not be saved.**

### How to cancel an appointment?

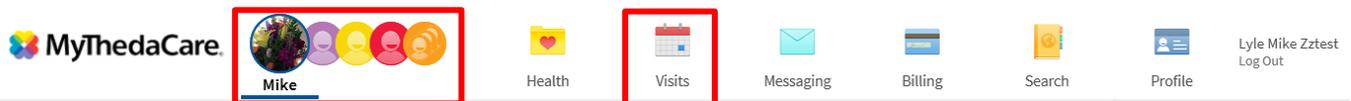
- Log into [www.MyThedacare.org](http://www.MyThedacare.org)
  - Enter your **MyThedaCare Username and Password**
- Click on "Visits" icon in the top menu bar, then "Upcoming and past visits"
- Find the visit you would like to cancel and click "X Cancel"
- Highlight the "Patient" button, and then enter the reason for the cancellation in the "Comments" box. Click the "Confirm Cancellation" button and you are done.
- Return to the previous section to reschedule the appointment for a different time.

## Navigating the website

1. Sign In with your **MyThedaCare Username** and **Password**, or **Sign Up Now** if you are new to the system. If you select **Sign Up Now**, you can either enter an Activation Code you received via email, or select **No Activation Code** so a code can be sent to you.

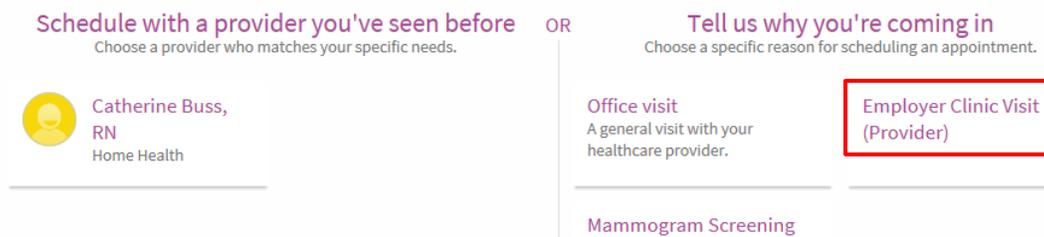


2. There are multiple options on the top of the screen. If you are scheduling for yourself, please make sure that the highlighted person is you, otherwise select the correct person attached to your account.



**NOTE:** If you need to add a child or adult to your account in order to schedule appointments for them, you will need to complete a Proxy form, which can be done at the Connecting Care Clinic.

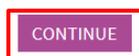
3. To schedule an appointment, click on the “**Visits**” tab at the top of the page, and select “**Schedule an Appointment**”.
4. Click on the “**Employer Clinic Visit (Provider)**” in the “Tell us why you’re coming in” section



5. Select the **Employer Clinic** that you are insured under (**Appleton Area School District** or **City of Appleton**)

### A couple of questions

Please select your Employer Clinic.





# ThedaCare

6. Select your employment status (Hourly, Spouse, Retiree, Child and Salary are the options available to you)

A couple of questions

Indicates a required field.

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

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

**CONTINUE**

7. Select the provider you want to see. You can hold the Control key to select multiple providers.

**NOTE: Please choose the appropriate provider for your needs. All medical acute care needs that require an evaluation must be scheduled through Heather or Jessica as the nurse is unable to provide evaluations.**

## Who do you want to see?

|  |  |   |
|--|--|---|
| <p><b>Any provider</b><br/>Schedule with any available provider.</p> | <p> <b>Heather A Books, PA-C</b><br/>Internal Medicine</p> | <p> <b>Jessica E Radtke, APNP</b><br/>Family Medicine</p> |
| <p> <b>John P Larson, PT</b><br/>Physical Therapy</p>                | <p> <b>Lab Draw/BP Check</b></p>                           | <p> <b>Nurse</b></p>                                      |
| <p> <b>Teresa Nelson, Health Coach</b></p>                           | <p> <b>Zachary D Koepke, PT</b><br/>Physical Therapy</p>   |   |

8. Select a time and date that works well for your schedule. It will show you all times available by date (earliest times show first – make sure you have the right date for your needs)

## What time works for you?

Start search on

Times

All available times

Filter times

**Wednesday February 12, 2020**

**Heather A Books, PA-C**

9:30 AM 10:00 AM 11:00 AM 1:30 PM 2:00 PM 2:30 PM

**Jessica E Radtke, APNP**

8:00 AM 10:30 AM 1:00 PM 1:30 PM 2:30 PM

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**Thursday February 13, 2020**

**Heather A Books, PA-C**

7:30 AM 8:00 AM 8:30 AM 9:00 AM 9:30 AM 11:00 AM 11:30 AM 12:00 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM 3:00 PM 3:30 PM 4:00 PM 4:30 PM 5:00 PM 5:30 PM

**Jessica E Radtke, APNP**

7:00 AM 7:30 AM 8:00 AM 8:30 AM 9:00 AM



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- The next two screens ask you to verify your personal information and insurance information. You are now allowed to take a picture of your insurance card (front and back) to upload, and update information as needed. Once all the information is correct on each page, you can select **“This information is correct”**.
- Enter the reason for your appointment in the box **“What is the most important thing you want addressed during this visit”**. Make sure the visit information is correct on the left of the screen and select **“Schedule”** *Is everything correct?*

**Employer Clinic Visit (Provider) with Jessica E Radtke, APNP**

Wednesday February 12, 2020  
8:00 AM (30 minutes)

Connecting Care Clinic-ThedaCare Regional Medical Center Appleton  
1818 N MEADE ST SUITE 120  
APPLETON WI 54911  
920-225-1467

**\*What is the most important thing you want addressed during this visit?**

ENTER THE REASON FOR YOUR VISIT HERE.....

**Directions for Connecting Care Clinic-ThedaCare Regional Medical Center Appleton**  
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.

**Before scheduling...**

Favorite this appointment to easily schedule again later

**SCHEDULE**

- The last page asks that you **“CONFIRM”**. Once that is selected, you are done, you have completed your appointment scheduling. Great work!

## Appointment Details

**Appointment Scheduled**  
You're all set! You can review details of your upcoming appointment below.

**MyThedaCare Appointment with Jessica E Radtke, APNP**

Wednesday February 12, 2020  
2:30 PM CST (30 minutes)  
[Add to Calendar](#)

Connecting Care Clinic-ThedaCare Regional Medical Center Appleton  
1818 N MEADE ST SUITE 120  
APPLETON WI 54911  
920-225-1467

[Cancel Appointment](#)

**Get ready for your visit!**

**CONFIRM**

Let staff know you don't need a reminder call.

**Directions for Connecting Care Clinic-ThedaCare Regional Medical Center Appleton**  
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*If you have any questions or concerns about navigating the website, please call so we can assist you.*  
**Connecting Care Clinic (920) 225-1467**