



HOW TO USE THE GOSHEN COMMUNITY SCHOOLS HEALTH & WELLNESS CENTER

TAKING CARE OF YOU AND YOUR FAMILY

LOCATION

601 E. Purl St.
Goshen, IN 46526

(574) 533-8883

wellness.goshenschools.org

HOURS

Monday* and Friday **6:30 a.m. - 11:30 a.m.**

Tuesday and Thursday **7 a.m. - 11 a.m. and 1 p.m. - 6 p.m.**

Closed Wednesday

*Physician only available on Monday.
Nurse practitioner available all other times.

The Goshen Community Schools Health & Wellness Center serves all the employees and their families who are members of the health benefit plan offered by Goshen Schools.



SUMMARY OF SERVICES OFFERED

Preventive care

- Annual physicals and routine health exams
- Well-women's health exams, including pelvic exams and pap smears
- Well-men's health exams, including prostate exams
- School and sports physicals
- Preventive screenings: blood pressure, blood sugar, cholesterol
- Immunizations: seasonal flu and tetanus boosters
- Wellness education sessions with our registered nurse

Other services

- Diagnostic screenings: flu, strep throat, vision, etc.
- Treatment of minor illnesses and injuries: sore throat, flu, seasonal allergies, stomach pain, sinus infection, eye infection, skin infection and rashes, to name a few
- Follow-up exams
- Screening and diagnostic labs that your doctor ordered

HOW TO SCHEDULE AN APPOINTMENT

Go to wellness.goshenschools.org or call (574) 533-8883. Click on the **"Book Now"** button.

To create an account

Select **"Create an Account."** Each member of a family who is on the health plan must create an account. A family can share a login, but each family member must create a unique password.

To create an account, you will need to enter all of the following information:

- First name
- Middle name
- Last name
- Address
- City
- State
- ZIP code
- Daytime phone number
- Email address
- User name login
- Password
- Retype password
- Birth date
- Gender
- Group ID (on your health card)

Once you have entered all the requested information, click **“Create Account”** located at the bottom of the page. Another screen will then open that prompts **“Click here to proceed.”** Selecting that button will give you several options to choose from.

If you are logging in

Choose the **“Book Now”** button, and you will see where to enter your login and password. Then select **“Log In.”**

Selecting a service

When you choose **“Select Service,”** you will see a drop-down box. Select the service that is closest to the reason for your visit: new patient consult, illness visit, minor injury or flu shot, to name a few.

Selecting a time for your appointment

Available appointment dates will show in the pop-up calendar. Select the date you want by clicking on it.

Click on the **white space next to the time slot** you want to schedule. A screen will open to verify what you have selected. Enter the specific reason for your visit and any further details you think the doctor or nurse will need. Then click **“Finalize appointment.”**

If you realize this **date will not work** and you want to look at other dates, you can either click on the **<<Previous>>** button or choose a new date from the **calendar on the left.**

Once you finalized your appointment

After finalizing your appointment, a confirmation screen will open that contains all your appointment details. You can print this page out as a reminder for your appointment. Then from the top of the screen select **“Log out.”**

CANCELING AN APPOINTMENT

Please let us know as soon as possible if you are unable to make your appointment. This will allow someone else to reserve your appointment time. You can cancel or reschedule an appointment on the website at **www.wellness.goshenschools.org** or by phone: **(574) 533-8883.**

MORE ABOUT THE WELLNESS CLINIC

What to bring to your appointment

You will need **photo identification** and your **health insurance card**.

Staffing at the center

A board certified family practice physician, a nurse practitioner, a registered nurse and a medical assistant staff the Health & Wellness Center.

Your medical information is private

All medical services provided by the clinic are required to remain confidential under HIPAA. The Health & Wellness Center maintains your privacy the same way Goshen Health maintains your privacy if you are hospitalized or seen in any of their healthcare facilities. The clinical staff will not share your medical information with the school administration. Your privacy is completely protected.

Family members who can use the Health & Wellness Center

Family members who are covered by the Goshen Community School's health plan are eligible to use the Health & Wellness Center. However, if they have coverage through your spouse's employer, they would not be eligible to use the center.

Young children

If your children are covered by the Goshen Community School's health plan and are not feeling well, you are welcome to bring them to the Health & Wellness Center regardless of their age. Childhood immunizations are not offered at the Health & Wellness Center, and will need to be completed by your pediatrician or family doctor. For further information, please call the clinic.

Prescription medication available at the Health & Wellness Center

Many common generic medications are available through the center. For prescriptions that are not available, the medical provider can write a prescription for you to be filled at the pharmacy of your choice.

If you need medical care and the Health & Wellness Center is closed

If you need urgent or emergency care, you should go directly to an urgent care clinic or an emergency room facility. In other instances, we encourage you to go to your primary care physician. If you don't currently have one, we would be happy to facilitate a referral for a primary care physician.