



# Know your numbers... for your good health

## Here's how to schedule your wellness screening

Free wellness screenings for City of Carmel full-time employees (only) will take place at three locations (City Hall, Water Distribution and Water Plant 1) on select dates from March 1 - 16.

### IMPORTANT:

Please do not eat or drink anything for at least 12 hours before your screening appointment. For the most accurate lab results, you must fast. Bring a photo ID to your screening appointment.

### Scheduling your wellness screening takes just a few minutes.

Visit [Carmel.in.gov](http://Carmel.in.gov) > **Departments & Services** > **Human Resources** > **Employee** > **Wellness Program**, then click on **"Book Now."**

#### Instructions for first-time users

- **Create an Account** – Click on **Create an Account** in the tool and complete the required information. Once all information has been entered, click **Create an Account**. A new screen will appear. Follow the directions.

- **Select Provider** – In the drop-down box, choose a screening location.
- **Select Service** – A new screen with a **Select Service** drop-down box will appear. Click on the wellness screening option.
- **Date** – Click the blue arrow to advance to the March calendar and choose a date. *(Available dates are indicated by white spaces.)*
- **Select Appointment Time** – Click on the appointment time that works best for you. *(Available options are indicated by white lines.)*
- **Finalize Appointment** – A confirmation screen will open with appointment details. Scroll to the bottom of the page to print a copy of your appointment, export the appointment to your calendar or cancel your appointment. Scroll to the top of the screen to click **log out**.

#### Instructions for returning users

- Enter your login and password and click **Login**.
- Follow the directions above beginning with **Select Service**.



Indiana University Health