



SCHEDULING YOUR AID WELLNESS SCREEN APPOINTMENT AND INSTRUCTIONS FOR RECEIVING YOUR WELLNESS SCREEN & LABORATORY RESULTS

Welcome to all AID employee and their spouses.

We are happy to have the opportunity to conduct your annual wellness screens once again. We shall do everything in our power to ensure your visit is timely, efficient and as comfortable as possible. We have established a schedule that begins June 1, 2018 and continues until the last day of scheduled screens on September 29, 2018. You may begin to schedule your appointment with receipt of this notice.

You may access the appointment scheduler and receive the results of your laboratory test and wellness screen by entering <http://www.caretodayurgent.com> into your browser. After typing <http://www.caretodayurgent.com> into your browser window, you will be immediately redirected to the CareToday Urgent Health Home Web Site. From here you can book an appointment or receive results through our secure patient portal.

There are several options available to schedule your wellness screen. Please do one of the following:

- select the **"AID"** option from the horizontal list just below the CareToday banner. Doing so will take you to the AID **"Welcome Screen"**. From here you can book an appointment for either clinic location; or,
- select the **"Picture Icon"** immediately above the caption **"Wellness Screens"** on the CareToday home page. Doing so will direct you to the **"Wellness Screen"** page. Scroll down to the **"For AID Employee Yearly Wellness Screens"** and you can book an appointment for either clinic below this caption; or,
- **ON YOUR MOBILE PHONE:** type in www.caretodayurgent.com in your browser. Select the **"AID Wellness Screen (Click Here)"** immediately above the Picture Icons. Doing so will take you to the **"Time Center AID Appointment Booking"** screen. Select the **"AID Wellness Screen"** and follow the on-screen directions to book an appointment at the clinic of your choice.

Laboratory & Wellness Screen Results:

Laboratory results for any test you have performed by a blood draw will generally be available within three (3) to five (5) days from the date your blood is drawn. You will also be able to receive the results of the remaining wellness tests (blood pressure, height, weight, BMI, nicotine) as well. **To access the "Patient Portal" please do the following:**

- select the **"Patient Portal"** option from the horizontal list just below the CareToday banner. Doing so will take you to the **"PracticeStudio Online Portal"**. Select **"Patient Login"** and the Patient Login screen will appear. Complete the required information (Social Security Number, Postal Zip Code, Date of Birth & Pin Number) Your "Pin Number" is a "0" followed by the last 4 digits of your social security number. This will take you to the "My Information" screen.
- select "Documents" from the list on the left side of this screen. This will take you to "My Documents". Select the laboratory results and/or clinic summary for the date of your wellness screen. These documents will always be available to you in a secure environment for future use should the need arise. When you have reviewed and printed the information you need, then you may **"Log Out"** at the top of the page found immediately under your name.
- **ON YOUR MOBILE PHONE:** Go to the CareToday Urgent Health Home Page and scroll down through the icons until you see the "Patient Portal" icon. Simply follow the directions set forth above under **"Laboratory & Wellness Screen Results"** to see your lab & wellness screen results.

If you have any difficulty scheduling an appointment or in obtaining your results please call us for help at **806-379-9225 (Bell Street Clinic)** or **806-379-8552 (Grand Street Clinic)**. If we don't immediately answer please leave a voice mail and we will respond as quickly as possible. Our normal clinic hours at the Grand Street Clinic are 8:00 AM to 5:00 PM, Monday through Friday. Clinic hours at the Bell Street Clinic are 8:00 AM to 8:00 PM, Monday through Saturday.