

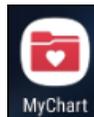
## MyChart: Patient: eCheck-In (Mobile Version)

### Overview

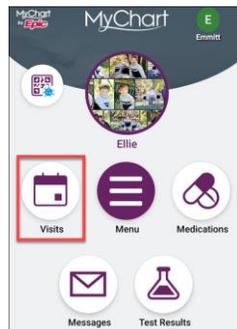
Patients have the option to electronically check into appointments using MyChart Mobile. This will save time as patients are able to update information in MyChart prior to their appointments rather than filling out paperwork in the waiting room.

### Procedure

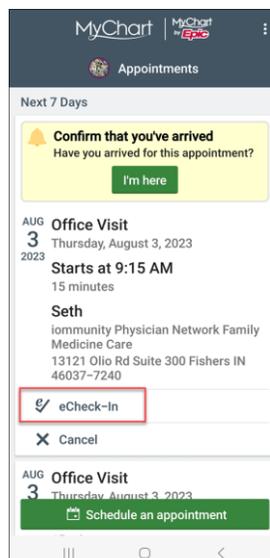
Mobile devices can be used and work very well for Video Visits. If you are using a mobile device the MyChart mobile application must be downloaded and installed.



1. Open the **MyChart** app.
2. Tap **Visits**.



3. Tap **eCheck-In**.
  - a. Tap **< I'm here >** when you have arrived to your appointment. You can do this after you eCheck-In.



## Personal Information

1. **Verify** all **Personal Information**.
  - a. Edits can be made tapping the Edit Button.
2. **Tap Next**.

The screenshot shows the 'eCheck-In' app interface. At the top, there are tabs for 'Personal Info' and 'Contacts'. Below the tabs is the title 'Verify Your Personal Information'. The main content is divided into two sections: 'Contact Information' and 'Details About Me'. The 'Contact Information' section includes fields for address (1234 Pokemon Dr, SHELBYVILLE IN 46176), phone number (317-364-8254), preferred phone number (765-438-6243), and email (ktolley@ecomunity.com). The 'Details About Me' section includes fields for Preferred First Name (Ellie), Legal Sex (Female), Marital Status (Single), Race (Other), Ethnicity (Hispanic or Latino), and Language (English). Both sections have an 'Edit' button. At the bottom, there is a 'Next' button and a 'Finish later' button.

## Contacts

1. **Verify Contacts**.
  - a. Use the Edit buttons to edit your contact information.
  - b. **Tap Add contact** to add a contact.
  - c. The yellow star on your contact indicates your primary contact.
2. **Tap Next**.

## Insurance

1. **Verify Insurance information**.
  - a. **Answer the required questions** (questions with red asterisks) before continuing with the eCheck-In.
    - i. If you click < **No** >, to the guarantor question you will need to verify your guarantor with the Front Desk when you arrive for your appointment.
    - ii. **Use Insurance** – will use the insurance on file.
    - iii. **Do not bill insurance** – you are responsible for paying for the appointment out of pocket.
  - b. **Tap Add Insurance card photos** to add images of your insurance card.
  - c. Use the **Update coverage**, **Remove coverage**, and **add a coverage** buttons as needed.
2. **Tap Next**.

## Payments

1. **Tap the radio button** next to the amount that you would like to pay.
  - a. You will need to add your credit card/debit card information.
2. **Tap Next**.

## Travel History

1. **Tap Add a Trip** to document any trips you have taken outside of the state or outside of the country.
2. **Tap Next**.

## Medications

1. **Review** the list of current **Medications**.
  - a. Use the **Remove** and **report a medication** buttons as needed.

2. Select a **pharmacy** for the visit.
  - a. Use the **Add a pharmacy** and **Clear pharmacy** options as needed.
3. Tap **Next**.

## Allergies

1. Review the list of current **allergies**.
  - a. Use the **Remove** and **report an allergy** buttons as needed.
2. Tap **Next**.

## Health Issues

1. Review the list of current **health issues**.
  - a. Use the **Remove** and **report a health issue** buttons as needed.
2. Tap **Next**.

## Sign Documents

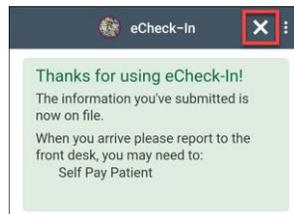
1. Tap **Review and sign** button to review and sign documents for your visit.
  - a. After you click on the review and sign button, review the information and scroll to the bottom of the screen.
  - b. Tap the **Sign Here** space. Your electronic signature should populate in the field.
  - c. Tap **Accept**.
2. Tap **Next**.

## Questionnaires

1. Answer any questions related to the questionnaires listed in your MyChart.

## Final Page

1. A message will display indicating you have completed the eCheck-In process. Tap **Close (X)** in the top right corner of the screen.



2. You will return to the Appointment Screen.
3. Tap on your **appointment**.
  - a. Appointment details are at the top of the screen.
  - b. There will be a green check mark next the items you completed (i.e. eCheck-In, Appointment confirmation) and a red check mark next to the ones you didn't.

