



IT Training

MyChart: Patient: eCheck-In (Web Version)

Overview

Patients have the option to electronically check into appointments using MyChart. 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

Appointments and Visits Section

- 1. Log into MyChart.
- 2. *Click* < **Visits** > in the toolbar.
- 3. *Click* < **eCheck-In** >.

Your Menu 🖾 Visits 🖾 Messages 👗 Test Results 🚷 Medications					2		illie witch 👻
Appointments and Visits Schedule an appointment	Ð						
Show: Upcoming and Past 👻 More filter options	<		Au	gust 20	23		>
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Next 7 Days	6	7	8	9	10	11	12
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Details	11	Docun	nent Ce	nter			

Patient Information

After clicking eCheck-In, you will be guided through a series of sections containing information about you and your account.

Personal Information

- 1. Verify contact information at the top of the page.
- 2. *Click* < Edit > to make changes to the Contact Information section or Details About Me section.
- 3. *Click* < **Next** >.



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- 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. Click 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. *Click* < **Next** >.

Payment

- 1. *Click* 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. Click Next.

Travel History

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

Medications

The Medications section is used to review and update medication and pharmacy information.

- 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. Click Next.

Allergies

The Allergies section is used to review and update allergy information.

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

Health Issues

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

Questionnaires

- 1. Click 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. *Click* the **Sign Here** space. Your electronic signature should populate in the field.
 - c. Click Accept.
- 2. Click 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.

- a. To add the appointment to your personal calendar, click Add to calendar.
- b. If you need directions to the appointment, *click* Get directions.
- c. To get back to the details of the appointment, *click* **Back to Visit Details**.

eCheck-In Complete	÷
Thanks for using eCheck-In! The information you've submitted is now on file. When you arrive please report to the front desk, you may need to: Make Payments	
Office Visit with Seth Thursday August 03, 2023 Control and EDT Add to calendar Control and EDT Control	
Back to Visit Details	