Community Health Network
IT Training

Epic Tip Sheet
vNov 22

MyChart: Patient: eCheck-In (Web Version)

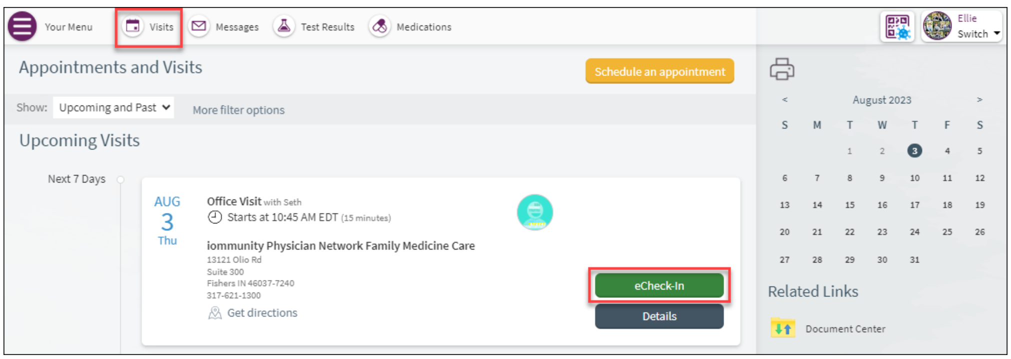
Overview

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** >.

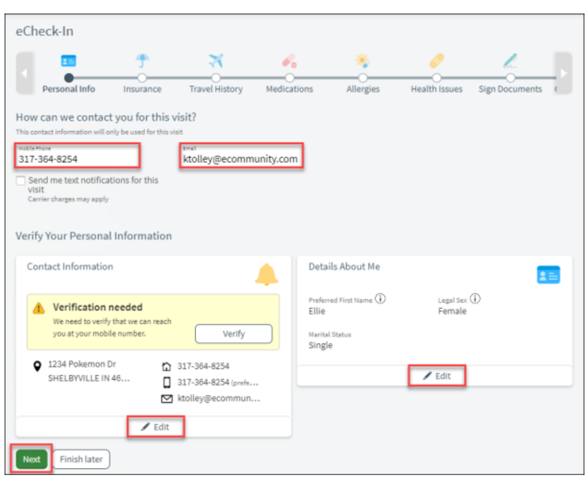


Patient Information

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** >.



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. *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**.