

## **Thank you for signing up for a televisit.**

Now that your time is reserved, please complete registration via MyChart.

If you have a MyChart account, you will need to complete the registration there.

If you do not have MyChart, you will need to create an account. (You may be asked to confirm financial information for your protection. This links public information and private information and assures that only you can access your health information.)

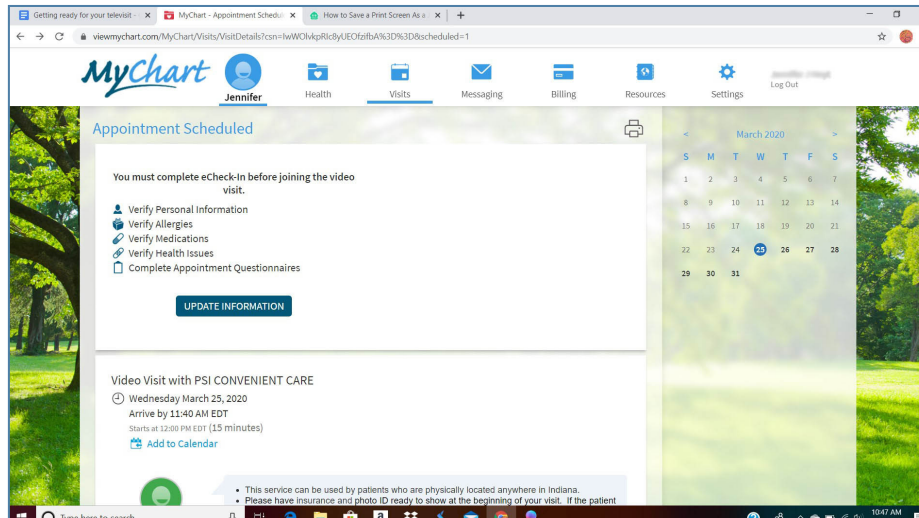
Here is a step by step guide to updating your information.

**You may also need to sign virtual consents and HIPAA disclosures. You will only need to sign these once a year.**

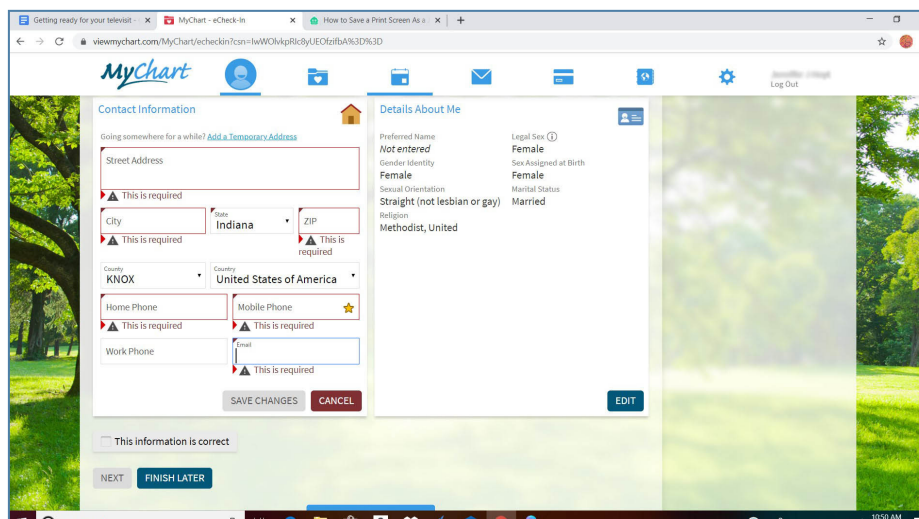


# Update Your Information

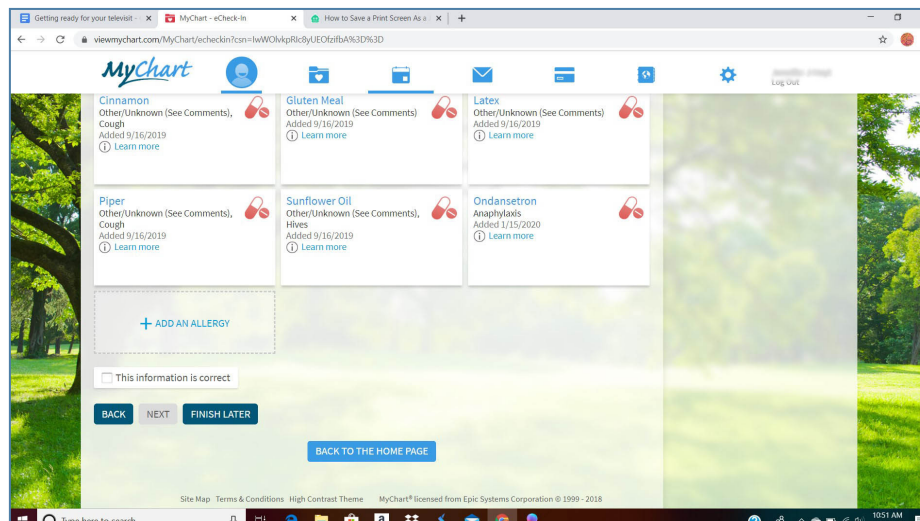
(We recommend using Google Chrome browser for these steps.)



1. Click on the blue UPDATE INFORMATION button
2. Verify your demographic information by clicking on each box with a black triangle and update when needed.
3. Click the blue SAVE CHANGES button when done.
4. OPTIONAL: You may also correct your other information such as: preferred name, religion, sexual orientation, gender identity, and relationship status by clicking on the blue EDIT button in the DETAILS ABOUT ME box on the right.
5. Below the information, click the check box next to THIS INFORMATION IS CORRECT in the gray box.
6. Click the gray NEXT button.

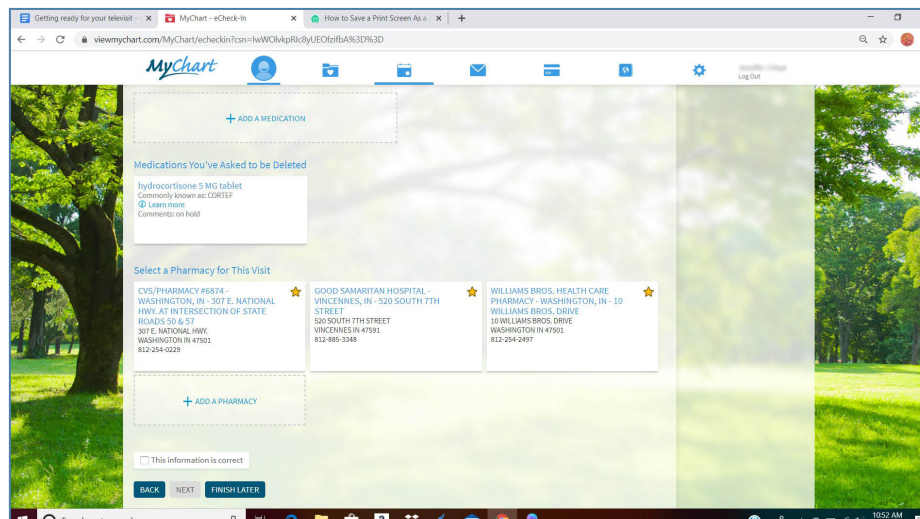


# Verify Your Allergies



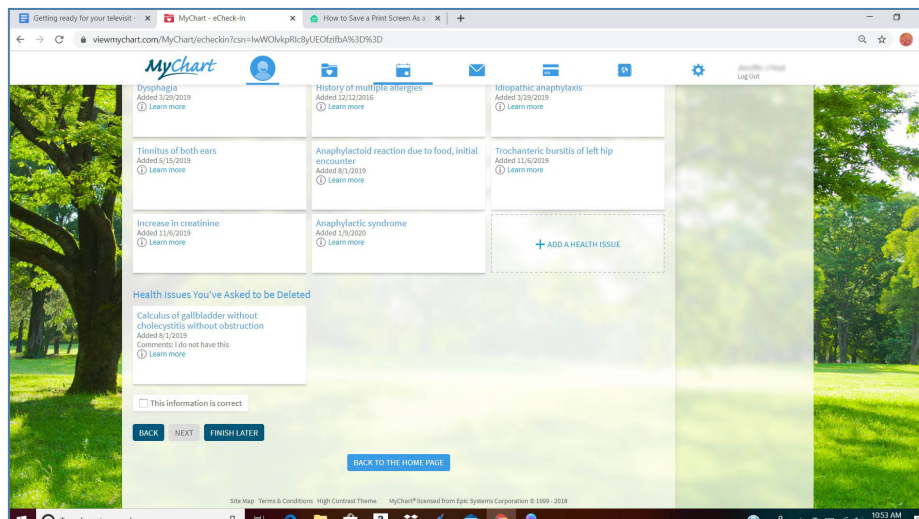
1. Verify your allergies.
2. Add new allergies toward the bottom of the screen by clicking on the gray button that says + ADD AN ALLERGY.
3. Below the information, click the check box next to THIS INFORMATION IS CORRECT in the gray box.
- 4 Click NEXT.

# Confirm Your Medication and Pharmacy



1. Confirm your medications. Click on the REMOVE button to delete the medications you are no longer taking.
2. Add new medications by clicking on + ADD A MEDICATION below the list of your medications. You may search by name brand or generic and click on various formulations.
3. Confirm your pharmacy by clicking on your preferred pharmacy.
4. Add a different pharmacy by clicking on + ADD A PHARMACY. You can then search for a pharmacy by zip code.
5. Below the information, click the check box next to THIS INFORMATION IS CORRECT in the gray box.
6. Click NEXT.

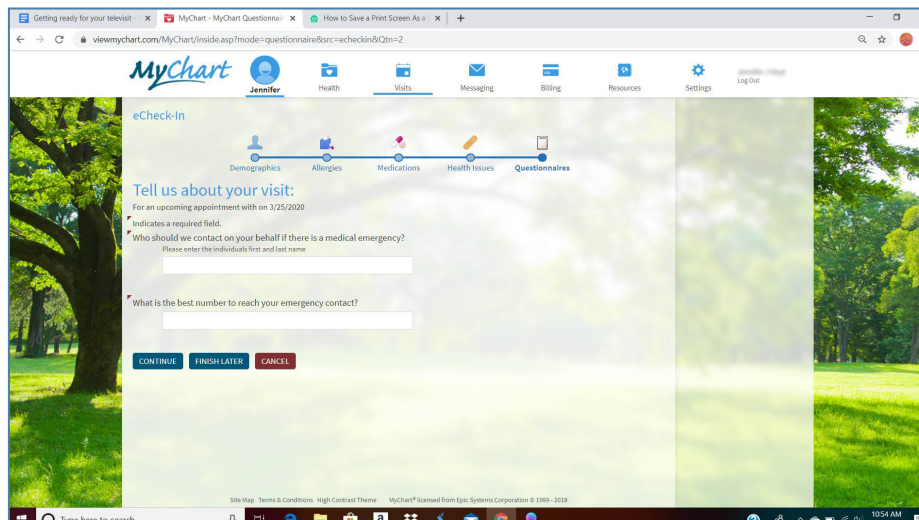
# Update Your Health Issues



1. Verify your health issues.
2. Remove health issues that should no longer be listed by clicking REMOVE in the bottom left of the health issue box.
3. Add a new health issue by clicking on + ADD A HEALTH ISSUE button toward the bottom of the screen.
4. Below the information, click the check box next to THIS INFORMATION IS CORRECT in the gray box.
5. Click NEXT.

# Update Emergency Information

1. Designate a person to be contacted in case of emergency.
2. Add a telephone number to contact them.
3. Click the blue CONTINUE button.

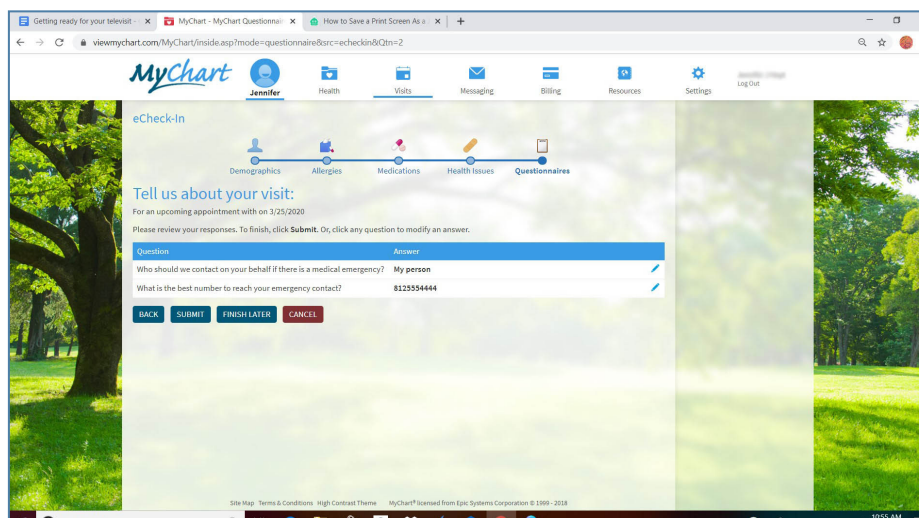


The screenshot shows the MyChart eCheck-In form for a user named Jennifer. The form is titled "Tell us about your visit:" and is for an upcoming appointment on 3/25/2020. It includes a progress bar with steps: Demographics, Allergies, Medications, Health Issues, and Questionnaires. The current step is Questionnaires, which contains two questions:

- Who should we contact on your behalf if there is a medical emergency? (Indicates a required field. Please enter the individual's first and last name.)
- What is the best number to reach your emergency contact?

At the bottom of the form are three buttons: CONTINUE (blue), FINISH LATER (green), and CANCEL (red).

1. Verify your contact information is correct.
2. Click on the blue SUBMIT button.



The screenshot shows the MyChart eCheck-In form with the emergency contact information filled out. The progress bar is the same, but the "Questionnaires" step is now highlighted. The form displays the following information:

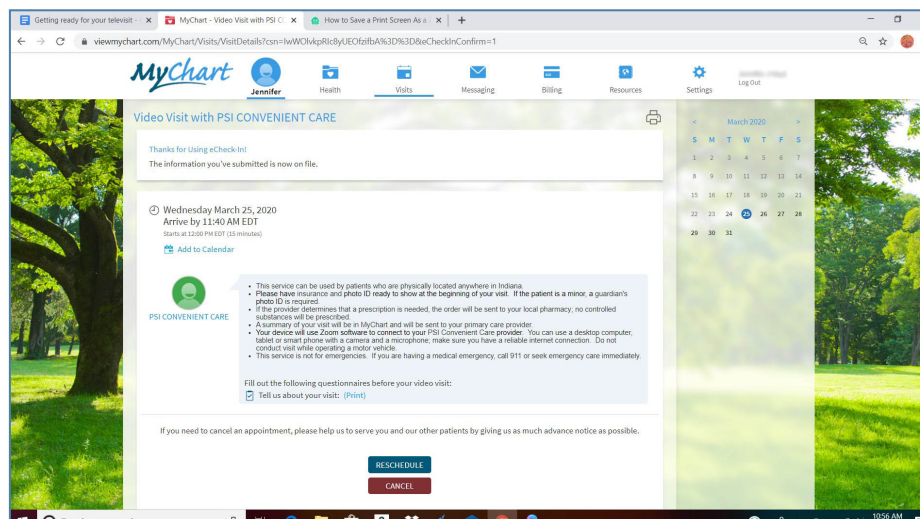
Question	Answer
Who should we contact on your behalf if there is a medical emergency?	My person
What is the best number to reach your emergency contact?	8123554444

At the bottom of the form are four buttons: BACK (blue), SUBMIT (blue), FINISH LATER (green), and CANCEL (red).



# Prepare for Your Appointment

1. Make sure you are in a well-lit, private area. Consider asking a trusted friend or family member to be available nearby in case they are needed for assessment.
2. Take your temperature, blood pressure, pulse and oxygenation if you have this equipment at home.
3. Write down key information if you are worried you will forget during your appointment:
  - When did your symptoms begin?
  - What self-care steps have you taken?
  - Are you feeling better, worse or the same?
  - What is your biggest health concern with your current illness?
  - Do you need a note for work?
4. Have a flashlight for assessment.
5. Make sure you have a picture ID readily available to confirm your identity.
6. Make sure your phone, laptop or other electronic device you are using for appointment is charged.
7. Download the ZOOM app onto your electronic device.
8. Log on for your appointment at least five minutes prior to your appointment. Click on the green camera in the ZOOM app to connect, or click the green START VIDEO VISIT button from a computer.

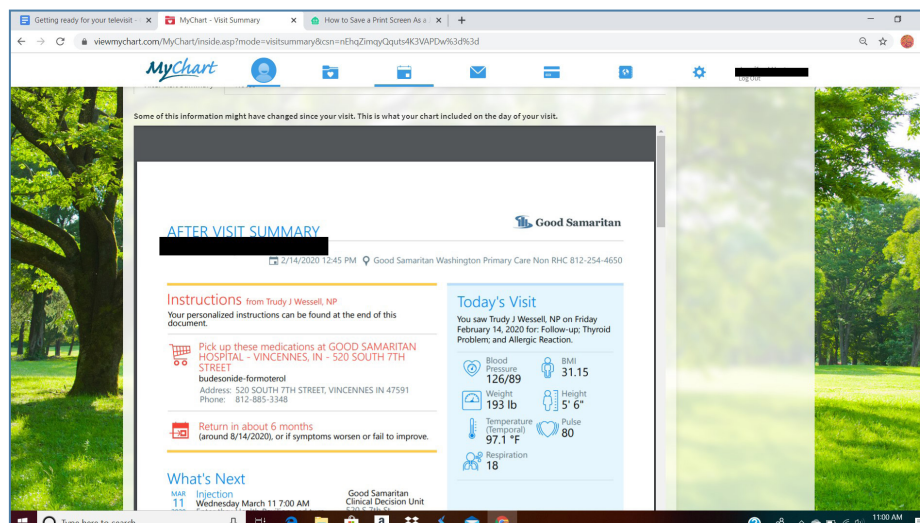


## After Your Video Visit

Click on your appointment in the VISITS → APPOINTMENTS area. Then you can scroll to past visits and click on VIEW AFTER VISIT SUMMARY.

Your AFTER VISIT SUMMARY has important information.

\*Please note the SEEK CARE IMMEDIATELY and CONTACT YOUR PROVIDER SECTIONS. This gives you important information about what to watch for throughout your recovery. The front page will also have information on where your prescriptions have been sent.



Call the number on the top right of your AFTER VISIT SUMMARY if you have questions about your care.

Click on MESSAGING → LETTERS on your computer or LETTERS on your phone to obtain a copy of your work note or other letters. Click on the printer icon in the right-hand corner to print your summary.

