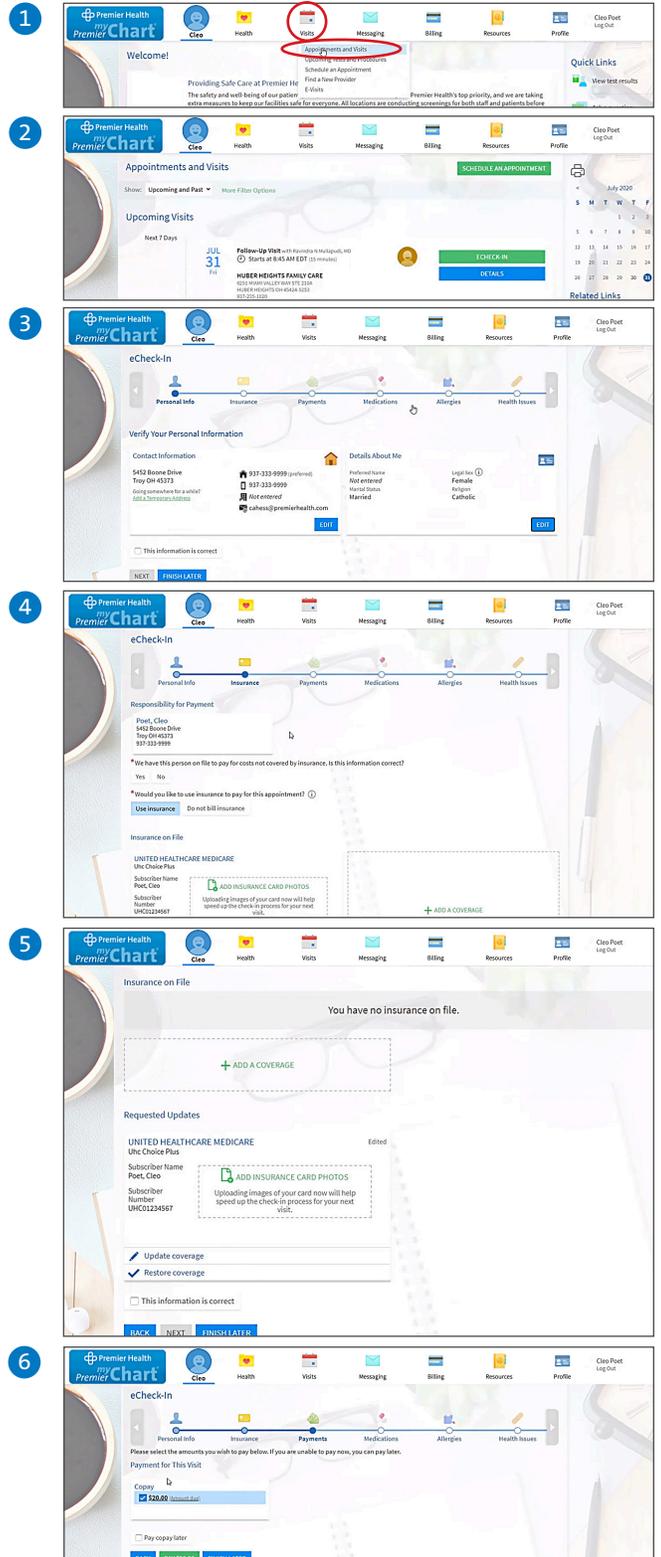


How to Use eCheck-In

1. Login into your MyChart account, and then go to the menu that runs across the top of your screen. Click on Visits, and then scroll down to Appointments and Visits
2. You will see the date of your upcoming appointment. Three days before the appointment you will be able to eCheck-In to your appointment by clicking the green eCheck-In button to the right of the appointment date.
3. First you will be asked to verify your Personal Information. Please review carefully your contact information – your address, preferred phone numbers, and email. Click the edit button to correct any of these details. Also, please review a few personal details about yourself, like your preferred name and marital status. Please check the box if this information is correct and then you can either choose to finish eCheck-In later, or go to the next section.
4. Next is the Insurance section of eCheck-In, where you can verify responsibility for payment, and which insurance should be used. Insurance can also be added or removed in this section.
5. Scroll down on the Insurance page. To add an insurance click on the green + Add A Coverage link. To add pictures of the front and back of your insurance card, click on the green + Add Insurance Card Photos link. Check the box to verify the information on this page is correct, and then click NEXT to continue the eCheck-In process.
6. Next is the Copayment page. Your copayment information might be showing, and you can choose to pay it online with a credit card. You can also choose to pay it later at the provider's office. If you have a balance on your account, it will also be showing on this page. Click the green "Pay Copay" button.

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7. The screen where you can enter your credit card details will appear. You can enter those details and hit submit. Click NEXT to continue the eCheck-In process.

8. You will then proceed to the Medications section, where you will review your list of medications and confirm the list is up to date. You can also add or change a pharmacy location in this section. Click the box to verify this information is correct and click NEXT to continue the eCheck-In process.

9. In the next section, the Allergies section, you will review the list of allergies and confirm that they are correct. You can also add allergies if needed. Click the box to verify this information is correct and click NEXT to continue the eCheck-In process.

10. Next is Health Issues and you will review any health issues listed, such as hypertension, and you can add any issues you'd like to discuss with your provider. Once again, you will click the box to verify this information is correct and click NEXT to continue the eCheck-In process.

11. Then you will get to the Travel History section where you will list any trips you have taken since your last visit with your provider. Please click the box to verify this information is correct and click NEXT to continue the eCheck-In process.

12. Finally, you will be taken to some health questionnaires, depending on the type of visit you will be attending. The questionnaires may ask you to report on family medical history, substance use, or communicable diseases. These questionnaires are what you would usually fill out on a clip board before your appointment and may take a few minutes to complete.

13. After you complete the questionnaires, your eCheck-In will be complete and you will see a confirmation. This will greatly streamline the amount of paperwork you will need to complete in your provider's office before your appointment. Please ask at your provider's office any questions regarding any of the materials within the eCheck-In process.

14. When you arrive at your provider's office, please still stop at the front desk so they know you arrived. Also let them know you checked in to your visit online. Thank you!

