

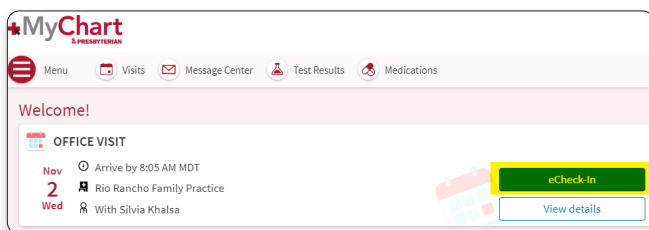
Using MyChart eCheck-In

MyChart's **eCheck-In** allows you to verify and update patient information, sign documents and pay co-pays up to 30 days before your appointment. This saves you time and allows for limited-contact registration.

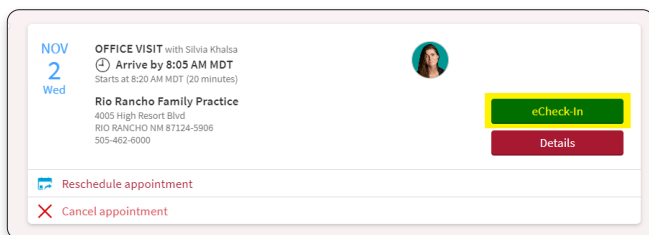
The instructions and images below are for use on your computer. Using **eCheck-In** on your phone or tablet is similar, however some of the images may look slightly different.

This tip sheet is for general use. You may not see all of the images below because you may have already completed them for another appointment. You will only receive the questions necessary for the appointment you are checking in for.

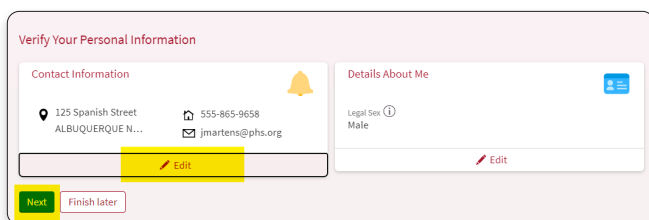
1. From the MyChart home page, you can access eCheck-In two ways:
 - While on the **home page**, scroll down to view your **upcoming appointments**. Click on **eCheck-In**, the box to the right of the appointment.



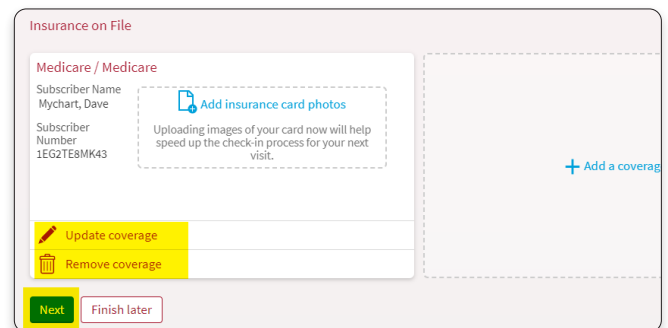
- Or from the **home page**, click on **Visits**. Then scroll down to view your **Upcoming Visits**. Click on the **eCheck-In** button to the right of the appointment.



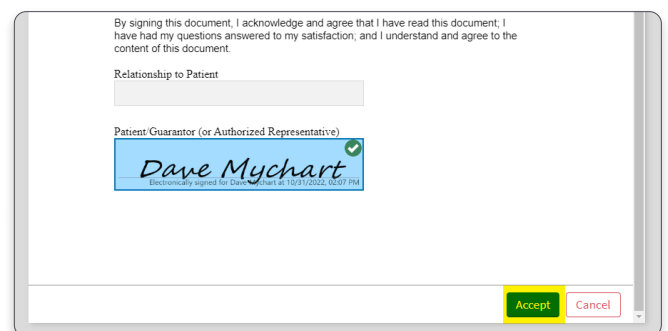
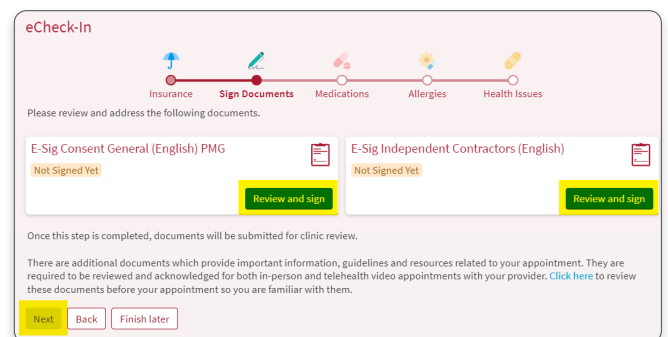
2. Review your personal information. If you need to make a change, click on the **Edit** button below each section. Once you have made all of your edits or if your information is correct, click the **Next** button at the bottom.



3. Review your insurance list. If you need to make a change, click either **Update Coverage** or **Remove Coverage** and follow the instructions. If this information is correct, click the **Next** button at the bottom.



4. Review each of the documents listed. Click on the **Review and Sign** box for each document. Your name will be automatically added to the signature line when you click inside the box. Once you have electronically signed the document, click on **Accept** and go to the next document. Once all are completed, click on **Next**.



Once you have reviewed and electronically signed all the documents, you will see a checkmark next to each document. When all documents have a checkmark, click **Next**.

Please review and address the following documents.

E-Sig Consent General (English) PMG
Signed on 10/31/2022
Review

E-Sig Independent Contractors (English)
Signed on 10/31/2022
Review

Once this step is completed, documents will be submitted for clinic review.

There are additional documents which provide important information, guidelines and resources related to your appointment. They are required to be reviewed and acknowledged for both in-person and telehealth video appointments with your provider. [Click here](#) to review these documents before your appointment so you are familiar with them.

Next Back Finish later

- Choose if you will pay now or pay later for this appointment, then click **Next**.

Payment for This Visit

Copay

This is a set amount you pay for a covered service.

☒ Amount due \$35.00
☐ Pay on arrival
 You will be asked to pay when you arrive for your visit.

Total amount you'll pay: \$35.00

Next Back Finish later

- Review your medication list and make any necessary edits. Once you have made all of your edits or if the information is correct, click the **Next** button at the bottom.

Current Medications

Please review your medications and verify that the list is up to date. **Call 911 if you have an emergency.**

aspirin 325 mg tablet
Learn more
Take 325 mg by mouth every 4 hours as needed for Pain.
Remove

cephALEXin 500 mg capsule
Commonly known as: KEFLEX
Learn more
Take 500 mg by mouth in the morning and 500 mg at noon and 500 mg in the evening and 500 mg before bedtime.
Remove

lisinopril 10 mg tablet
Commonly known as: PRINIVIL, ZESTRIL
Learn more
Take 1 tablet by mouth in the morning.
Remove

+ Report a medication

Select a Pharmacy for This Visit

You have no pharmacies on file.
[+ Add a pharmacy](#)

Next Back Finish later

- Review your allergies and make any necessary edits. Once you have made all of your edits or if the information is correct, click the **Next** button at the bottom.

+ Report an allergy

Allergies You Reported

Penicillin
Hives
Learn more
Remove

Next Back Finish later

- Review your health issues and make any necessary edits. Once you have made all of your edits or if the information is correct, click the **Submit** button at the bottom.

Please review your health issues and verify that the list is up to date. **Call 911 if you have an emergency.**

Ulcer
Added 8/25/2022
Learn more
Remove

Gastroesophageal reflux disease (CMS-HCC)
Added 9/2/2022
Learn more
Remove

Ankle pain
Added 9/23/2022
Learn more
Remove

+ Report a health issue

Submit Back Finish later

- Now that eCheck-In has been completed, you will notice in your **Visits** tab, the eCheck-In image in the upper right corner of the appointment box. This indicates that you have **finished the process**.

eCheck-In Complete

Thanks for using eCheck-In!

The information you've submitted is now on file and will allow you to check-in faster.

When you arrive for your appointment, please go to the self-registration area.

On the day of your appointment, you may need to complete the following:

- Make Payments
- Sign Documents

OFFICE VISIT with Silvia Khalsa

Monday November 28, 2022
Arrive by 2:05 PM MST
Starts at 2:20 PM MST
Add to calendar

Rio Rancho Family Practice
4005 High Resort Blvd
RIO RANCHO NM 87124-5906
505-462-6900

Back to Visit Details

Appointments and Visits

Schedule an appointment

Please review our revised [visitor policies](#) link before you visit any of our locations. All patients and approved family members visiting any Presbyterian location **must wear a face mask during your entire visit**, unless otherwise directed by a provider.

The care that we provide to you is documented in your medical record and an After Visit Summary (AVS) is available to you. It may include care that is provided outside of a provider appointment, such as care coordination by your care team, planning for future visit, or health maintenance reminders. These care notes may appear as an appointment and include an AVS. There is no charge for care that is provided outside of an appointment.

Show: Upcoming and Past More filter options

Upcoming Visits

Next 7 Days

NOV 16
Wed

OFFICE VISIT with Silvia Khalsa
Arrive by 8:05 AM MST
Starts at 8:20 AM MST (20 minutes)
Rio Rancho Family Practice
4005 High Resort Blvd
RIO RANCHO NM 87124-5906
505-462-6900
\$35.00 Expected Copay
Details
Reschedule appointment
Cancel appointment

MyChart customer service is available 24/7 at (505) 923-5590.

MyChart
PRESBYTERIAN
phs.org/mychart