

Using MyChart eCheck-In

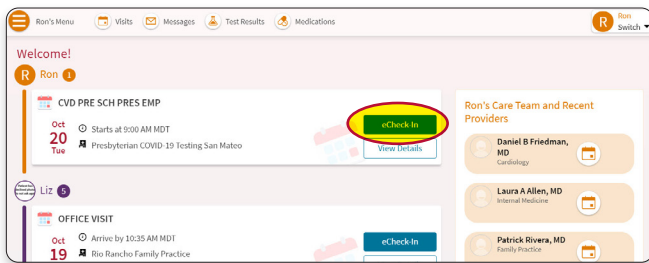
MyChart's **eCheck-In** allows you to verify and update patient information, sign documents and pay co-pays up to 30 days before your appointment. This saves you time and allows for limited-contact registration.

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.

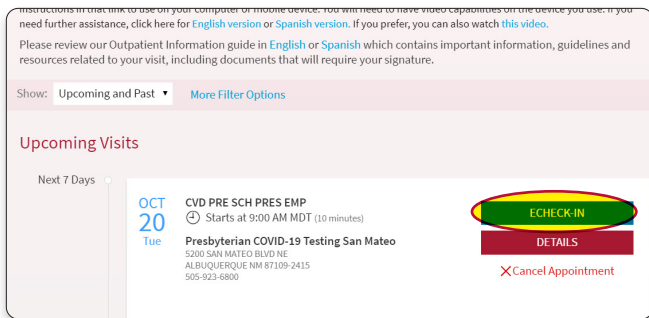
This tip sheet is for general use. You may not see all of the images below because you may have already completed them for another appointment. You will only receive the questions necessary for the appointment you are checking in for.

1. From the MyChart home page, you can access eCheck-In two ways:

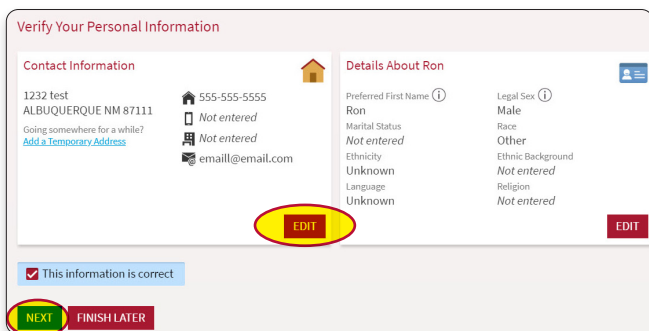
- While on the **home page**, scroll down to view your **upcoming appointments**. Click on **eCheck-In**, the box to the right of the appointment.



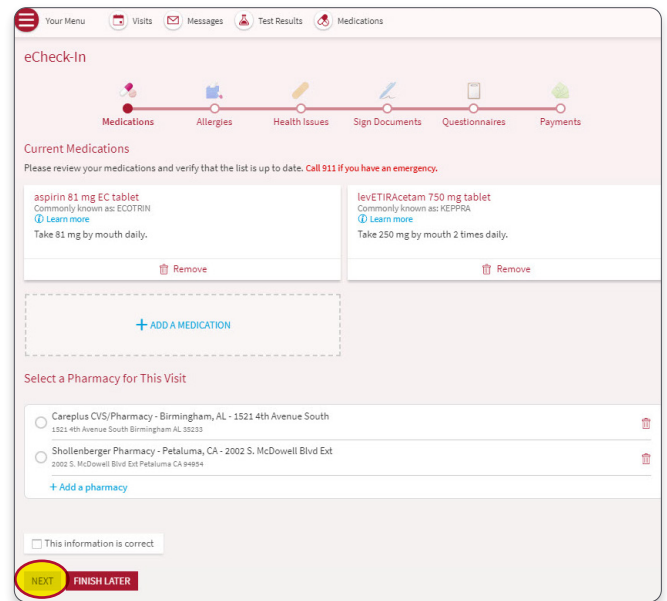
- Or from the **home page**, click on **Visits**. Then scroll down to view your **Upcoming Visits**. Click on the **eCheck-In** button to the right of the appointment.



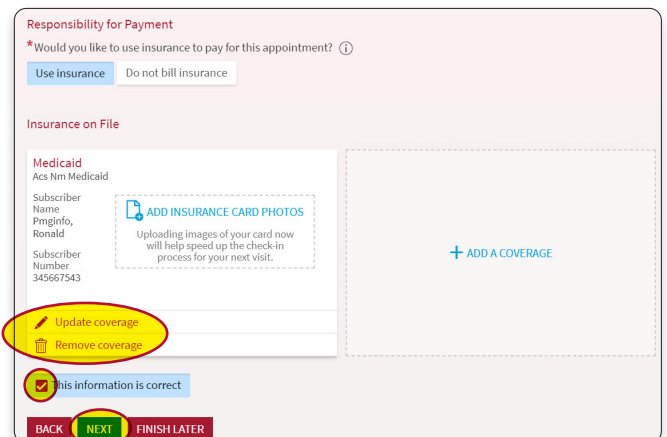
2. Review your personal information. If you need to make a change, click on the **Edit** button below each section. Once you have made all of your edits or if your information is correct, click the **Next** button at the bottom.



3. Review your 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.



4. Review your information list. If you need to make a change, click either **Update Coverage** or **Remove Coverage** and follow the instructions. If this information is correct, check the **This information is correct** box and then select **Next**.



- 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 **Continue** and go to the next document. Once all are completed, click on **Submit**.

- 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 **Submit**.

- You have **completed eCheck-In**. You will see this screen.

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

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

