

How to Add Your Insurance Information

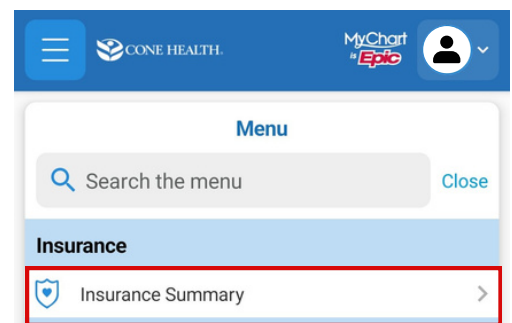
Your insurance card tells health care providers who your insurance company is, what type of plan you have, and how to contact the insurer. These details help providers check your coverage and make sure your care is billed correctly.

You can add your insurance coverage details, upload photos of your insurance card, and ensure that your insurance information is accurate in your MyChart account. Adding your insurance information before your appointment can help speed up the check-in process once you arrive at the flu clinic.

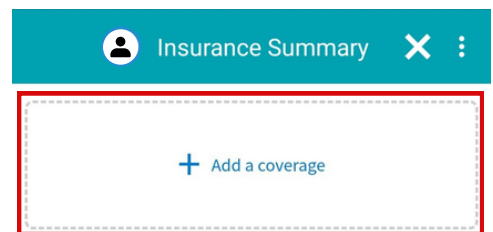
To add insurance information to your MyChart account:

1. Login to MyChart. Select the three (3) horizontal lines in the upper left corner to open the menu.

From the menu, search or scroll down and select **Insurance Summary**.



2. Next, select **Add a coverage**.



3. Select the Insurance field and then **select your insurance provider** from the list (for example, Aetna, Blue Cross Blue Shield, Cigna, etc.).

If your insurance provider is not listed, select **Other** and type in the name of your provider in the text box underneath.

Add a coverage

* Indicates a required field.
Choose your insurance provider. If your insurance provider is not listed choose "Other".

* Insurance
Blue Cross Blue Shield

4. Enter your **Member number** as listed on the front of your insurance ID card.

This number may be listed on your card as "Member Number", "Identification Number", "Member ID", "Subscriber ID", "Policy Number", "Policy ID", or simply "ID". (If there is a separate Member ID and Subscriber ID on your card, enter the Member ID.)

Add a coverage

* Indicates a required field.
Choose your insurance provider. If your insurance provider is not listed choose "Other".

* Insurance
Blue Cross Blue Shield

* Member number
123456789

How to Add Your Insurance Information

5. Next, you will be asked whether you are the policy holder for your insurance.

If you **are** the policy holder, select **Yes** and skip to step 11.

If you **are not** the policy holder, select **No** and continue with the steps below.

6. After selecting No in the previous step, additional fields will pop-up below under the heading **Subscriber Information**.

The Subscriber is the person who owns the policy, such as your parent or caregiver.

7. In the **Subscriber first name** field, enter the first name of the person who owns the policy.

8. In the **Subscriber last name** field, enter the last name of the person who owns the policy.

9. In the **Subscriber date of birth** field, enter the birth date of the person who owns the policy.

10. In the **Subscriber number** field, enter the Subscriber Number as listed on the front of your insurance ID card.

If there is a separate Member ID and Subscriber ID on your card, enter the Subscriber ID.

Otherwise, enter the ID number on your card, which may be listed as “Member Number”, “Member ID”, “Identification Number”, “Subscriber ID”, “Policy Number”, “Policy ID”, or simply “ID”.

Add a coverage

* Indicates a required field.

Choose your insurance provider. If your insurance provider is not listed choose "Other".

* Insurance
Blue Cross Blue Shield

* Member number
123456789

* Are you the policy holder for this insurance?

Yes

No

* Are you the policy holder for this insurance?

Yes

No

Subscriber information

* Subscriber first name

* Subscriber last name

Subscriber date of birth
MM/DD/YYYY

Subscriber number

Subscriber information

* Subscriber first name

John

* Subscriber last name

Doe

Subscriber date of birth

09/28/1980

Subscriber number

123456789

How to Add Your Insurance Information

Next, you will be asked to upload images of your insurance card.

Select **Add front** to upload an image of the front of your ID card, either by taking a photo or using an existing photo.

Select **Add back** to upload an image of the back of your ID card using the same process.

Please upload images of your insurance card. ⓘ

 Add front

 Add back

12. Finally, select **Submit**.

You should now have your insurance information listed under Insurance on File in your account.

If you have any issues adding your insurance information, please contact our 24/7 MyChart Help Desk by phone at **(336) 83-CHART (336-832-4278)** or by email by [clicking here](#).

 Blue Cross Blue Shield (front)

USA Insurance Company		PPO
ID: 6678 1234-A	PCP	\$25
	SPC	\$35
Mary A. Doe	ER	\$150
GRP: 2424-78787-WXZ	URGENT	\$100
PCP: Dr. Michael Jones	Rx Co-Pay:	
PCP Telephone: (212) 234-5678	Generic	\$15
	Name Brand	\$20

[Remove](#)

 Blue Cross Blue Shield (back)

www.usainsurancecompany.com

In Network Deductible/Coinsurance:	\$800/10%
OON Deductible/Coinsurance:	\$1200/20%

Prior approval is required for certain services, as described in your member documents.

ON-CALL NURSE LINE:	1-888-123-4567
MEMBER SERVICES:	1-888-246-7890
PROVIDERS CALL:	1-888-357-1234

[Remove](#)

[Submit](#)