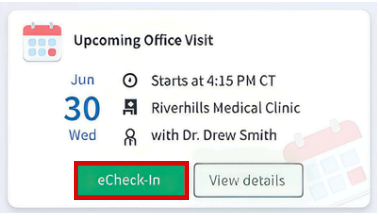
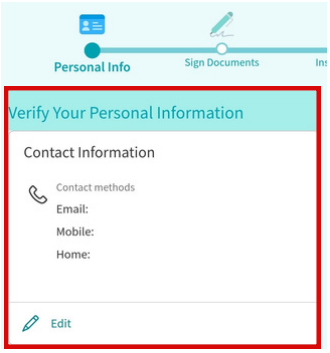
How to Complete the eCheck-In Process

The eCheck-In process allows you to verify your information, sign documents, and answer appointment-related questions before you arrive. This can help you save time once you arrive at the flu clinic.

To complete the eCheck-In process:

1. Login to MyChart. On your homepage, you should see the details of your upcoming appointment under the menu tiles. Select **eCheck-In** or **Get Ready**.
2. Under Verify Your Personal Information, review your contact information and additional details. Select **Next**.



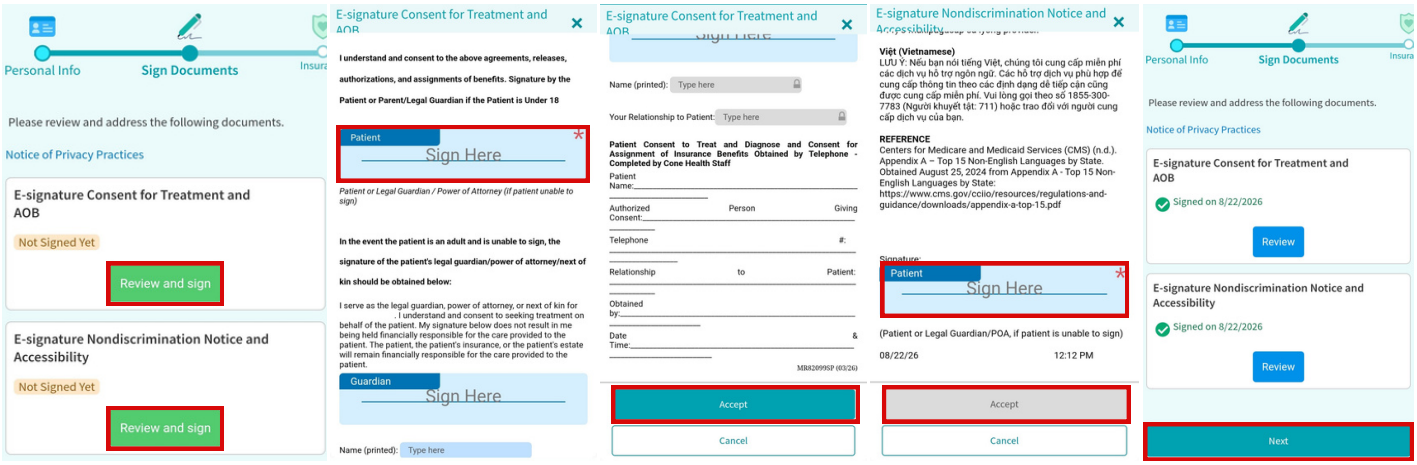


3. Select **Review and Sign** to provide an e-signature for the Consent for Treatment and AOB form and the Non-Discrimination Notice and Accessibility forms.

   After reviewing each form, select **Sign Here** under Patient to add your e-signature. If you are under age 18, you will need an e-signature from your parent or legal guardian.

   Once finished, select **Accept**.

   Once both forms are signed, select **Next**.



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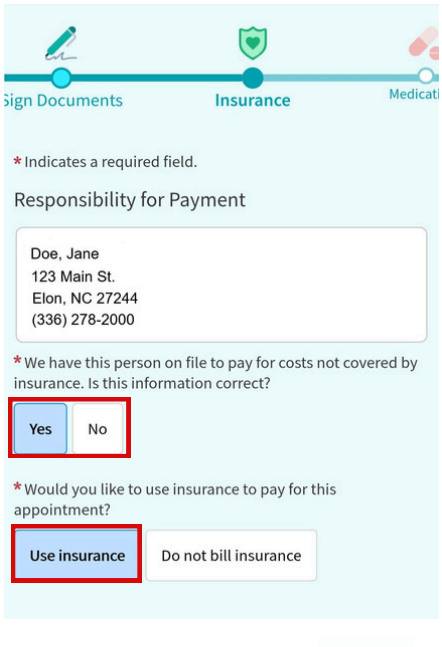
4. Confirm that the person listed is the person who will pay for costs that are not covered by insurance. If the information is correct, select **Yes.** If the information is not correct, select **No** and follow the required steps.

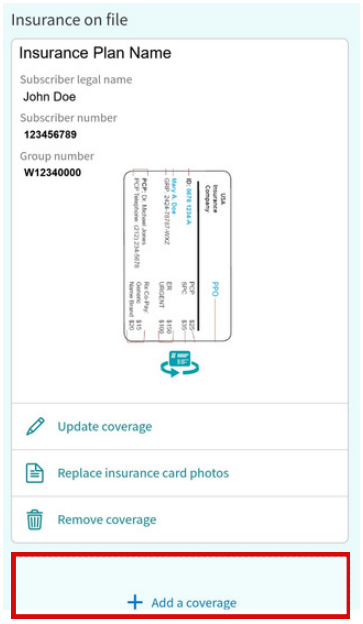
   Select **Use Insurance** to pay for this appointment.

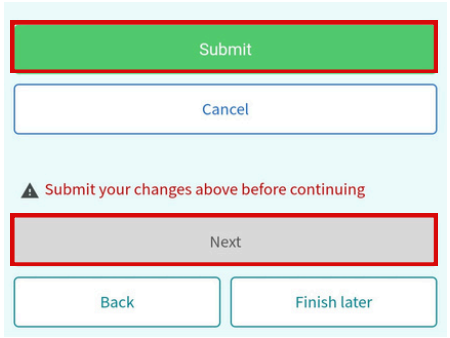
   Review the **Insurance on File** and confirm whether the information listed is correct. If your insurance information is correct, select **Next** and skip to **page 5**.

   If you need to replace the photos of your insurance card, select Replace insurance card photos and follow the steps. Once finished, select **Next** and skip to **page 5**.

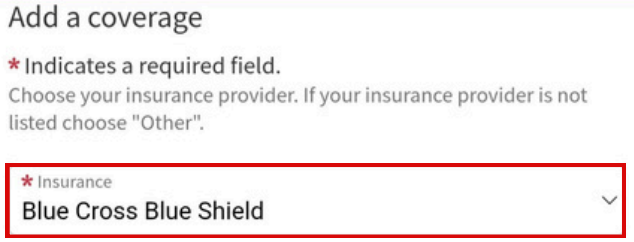
   If you need to add new insurance coverage to your account, select **Add a coverage** and continue to step 5.







5. 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.



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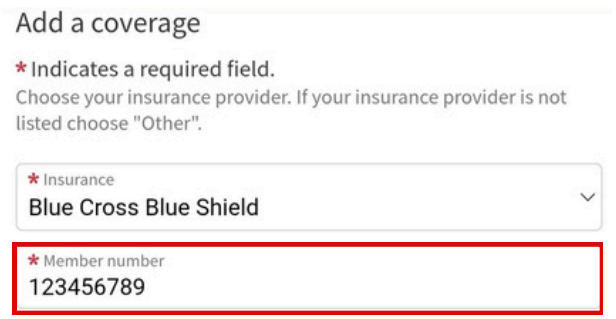
Enter your **Member number** as listed on the front of your insurance ID card.

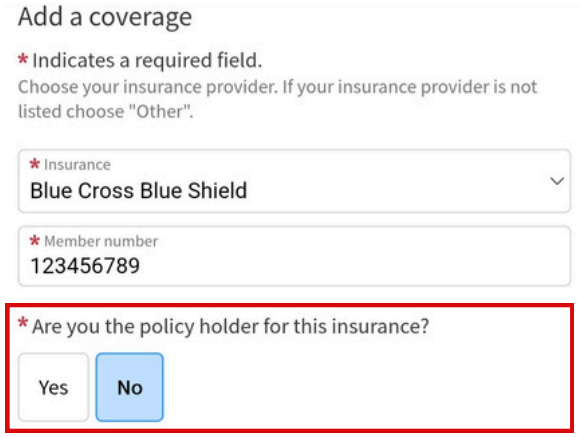
This number may be listed on your card as “Member Number”, “Identification Number”, “Member ID”, “Subscriber ID”, “Policy Number”, “Policy ID”, or simply “ID”. (If there is a separate Member ID and Subscriber ID on your card, enter the Member ID.)



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

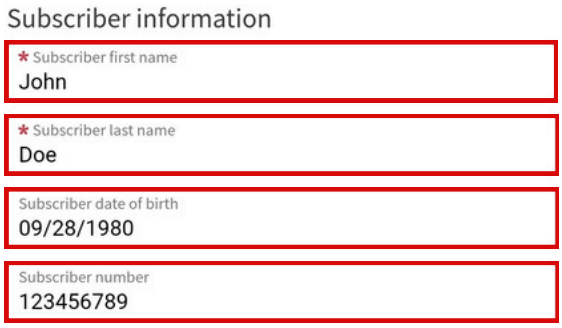
If you ***are*** the policy holder, select **Yes** and skip to **page 4**.

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



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.



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

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

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

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 same ID number that you entered previously.

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

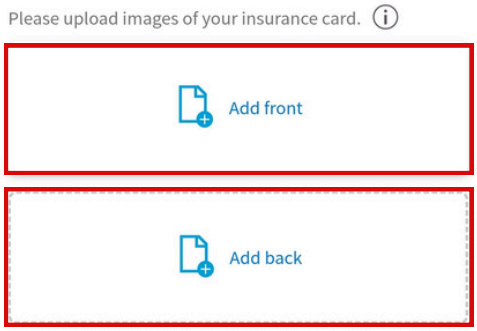
Select **Add front** to upload an image of the front of your ID card, either by taking a photo or using an existing photo.

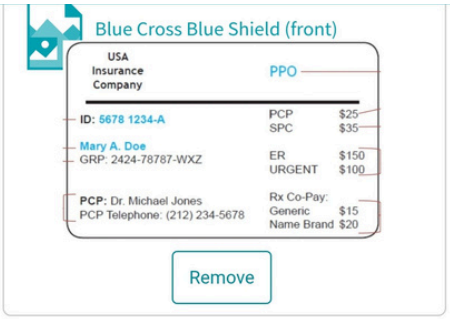
Select **Add back** to upload an image of the back of your ID card using the same process.

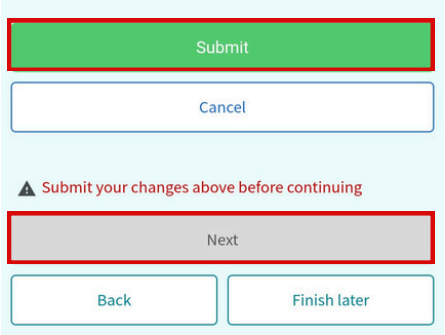
Finally, select **Submit.**

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

Select **Next**.







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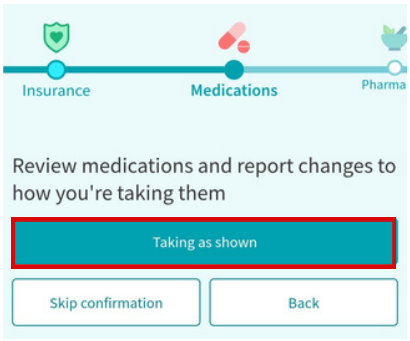
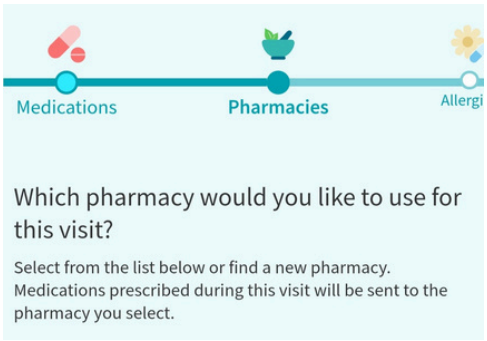
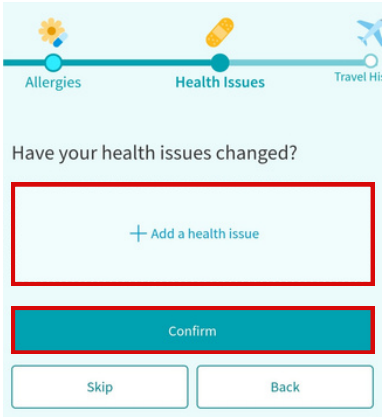
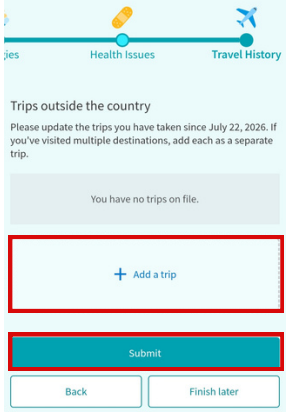
6. Review your medications and select either **Taking as shown** or **Skip confirmation**.
7. Review the list of pharmacies and select **Next, Continue,** or **Skip.**
8. Review the list of current allergies and select **Add an allergy** to include additional allergies as needed. Once finished, select **Confirm** or **Skip**.
9. Review the list of current health issues and select **Add a health issue** to include additional health issues as needed. Once finished, select **Confirm** or **Skip**.
10. Review the list of trips you have taken and select **Add a trip** to include additional trips as needed. Once finished, select **Submit.**









11. You should now see the confirmation screen that says "You are ready to check in!"

    You can exit from this screen by selecting the **X** in the upper right corner.