

eCheck-in Instructions

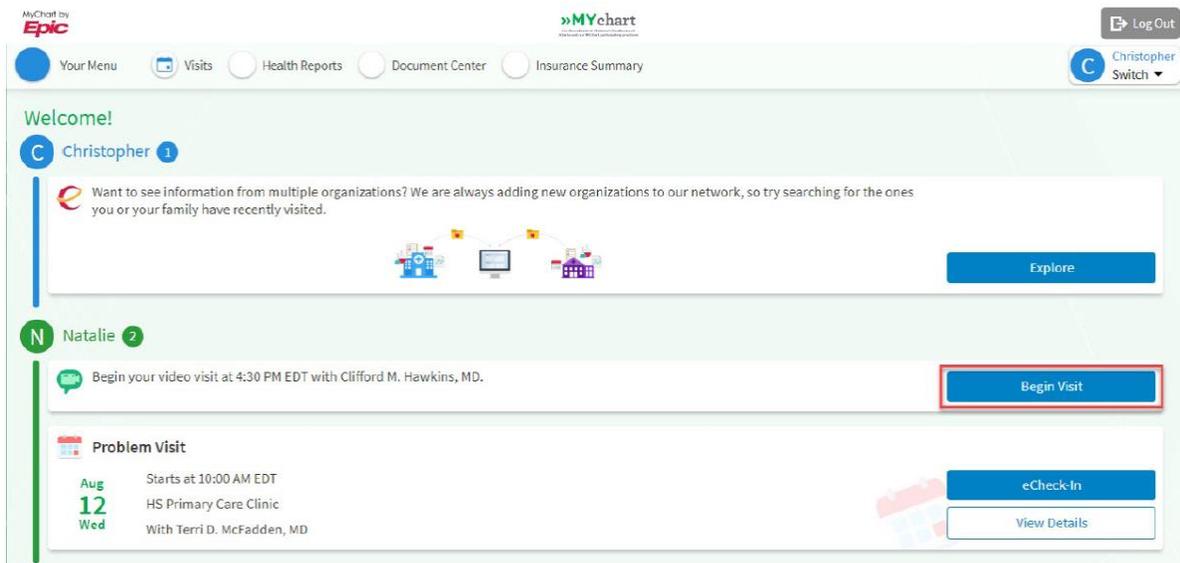
Before beginning your visit, you must confirm your personal information, upload insurance information, complete a health history questionnaire and sign e-consent forms through MYChart. This is called eCheck-in.

Step 1: If you are new to MYChart, you will need to activate your account. Click here to learn more.

Step 2: Once setup is complete, go to the MYChart home page to sign in with your username and password.



Step 3: On the welcome page, you will see upcoming appointments in your personalized health feed. Click the blue 'Begin Visit' button.



Step 4: On the Appointment Details screen, click the blue "Echeck-in" button.

Step 5: Complete the information on the 'Personal Info' page.

- Use the blue 'Edit' buttons to add or change information.
- When finished, click 'This information is correct' and the blue 'Next' button.

MyChart by Epic

»MYchart

Natalie's Menu Visits Messages Test Results Medications

eCheck-In (Natalie)

Personal Info Insurance Allergies Questionnaires

Verify Your Personal Information

Contact Information

1575 Northeast Expressway
ATLANTA GA 30329
Going somewhere for a while?
[Add a Temporary Address](#)

404-785-0341 (preferred)
Not entered
404-785-6767
nataliem.windom@choa.org

EDIT

Details About Natalie

Preferred First Name ⁱ
Not entered
Sexual Orientation
Straight (not lesbian or gay)

Gender Identity
Female
Religion
Not entered

EDIT

This information is correct

NEXT **FINISH LATER**

Step 6: Complete the information on the 'Insurance' page.

- Click 'Add a Coverage' if you do not have insurance on file. Upload photos of the front and back of your insurance card.
- When finished, click 'This information is correct' and the blue 'Next' button.

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Natalie's Menu Visits Messages Test Results Medications

eCheck-In (Natalie)

Personal Info Insurance Allergies Questionnaires

Responsibility for Payment

*Would you like to use insurance to pay for this appointment? ⁱ

Use insurance Do not bill insurance

Insurance on File

You have no insurance on file.

+ ADD A COVERAGE

Natalie's Menu »MYchart

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

* Indicates a required field

* Insurance
Blue Cross

* Member Number
111111111

* Is the patient, Natalie Mychart, the policy holder for this insurance?
Yes No

Subscriber Information

* Subscriber First Name
Chris

* Subscriber Last Name
Dad

Subscriber Date of Birth
01/01/1988

Subscriber Number
111111111

Please upload images of your insurance card. ⓘ

 Blue Cross (front)

 Blue Cross (back)

Step 7: Complete the information on the 'Questionnaires' page. (Depending upon your child's provider, this step may not be present.)

- Click the answer to each question. You may click more than one answer.
- When finished with each page, click the blue 'Continue' button.
- After answering all questions, confirm your responses and click 'Submit' if everything is correct.

Natalie's Menu »MYchart

Please answer these general questions.

Patient accompanied to appointment by:

Lives with:

Does the patient live in multiple households?

Legal Custody:

Number of Siblings:

Parent 1 Occupation:

Parent 2 Occupation

Pets/Animals:

Additional activities outside of school:

Level of exercise patient gets?

Stressors:

Grade Level:

Step 8: Click the blue 'Review and Sign' buttons to electronically sign all of the forms for the virtual visit. When finished, click the 'Next' button, then the 'Submit' button.

MyChart by Epic

»MYchart
For the University of Colorado Health System
Hennepin County Hospital and the Children's Hospital

Natalie's Menu Visits Messages Test Results Medications

eCheck-In (Natalie)

Personal Info **Sign Documents** Insurance Allergies

Please review and address the following documents.

Consent to Treat - Hospital Based - HS - MYchart
Not Signed Yet

REVIEW AND SIGN

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

BACK **NEXT** **FINISH LATER**

The eCheck-in process is complete. Be prepared to complete the eCheck-in process before each virtual visit. You will not have to electronically sign forms again.