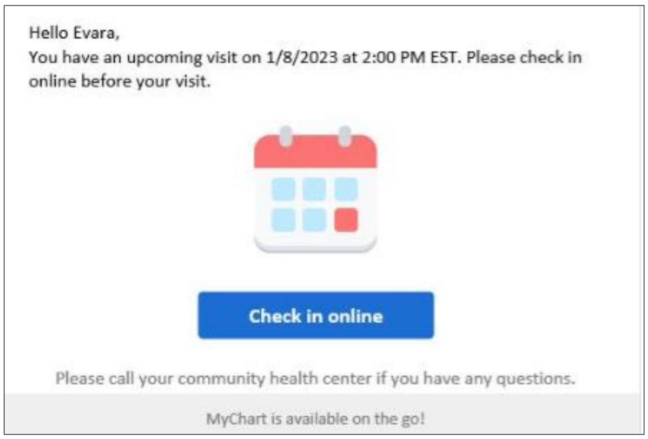
HCN Tip Sheet: My Chart eCheck-In Process

Non-MyChart Patients and MyChart Patients

The following steps provide an overview of the e-Check-In Processes for a patient without a MyChart Account and a patient with a MyChart Account for an upcoming appointment.

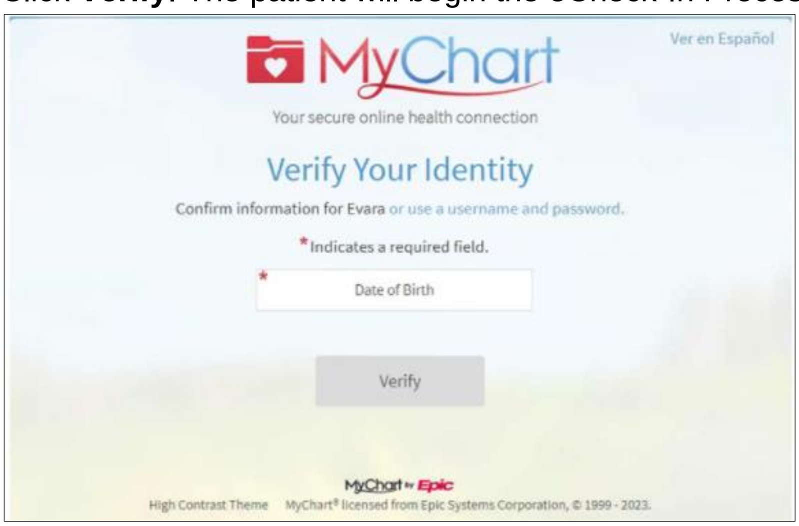
Patients without a MyChart Account

1. Patients will click **Check in online** link from the email message sent.



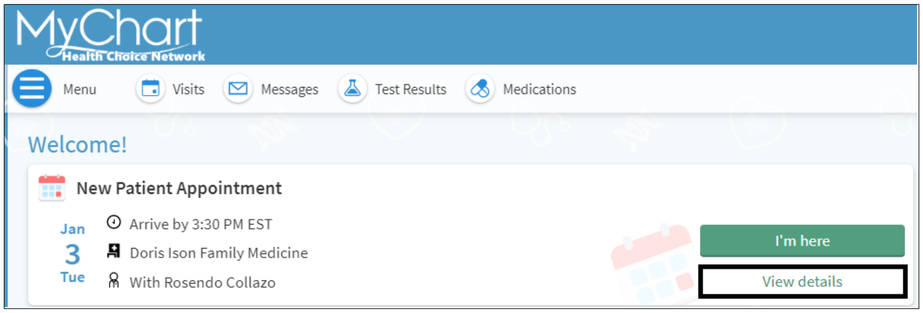
2. The patient is routed to the **Verify Your Identify** screen to input their Date of Birth.

3. Click **Verify**. The patient will begin the eCheck-In Process.

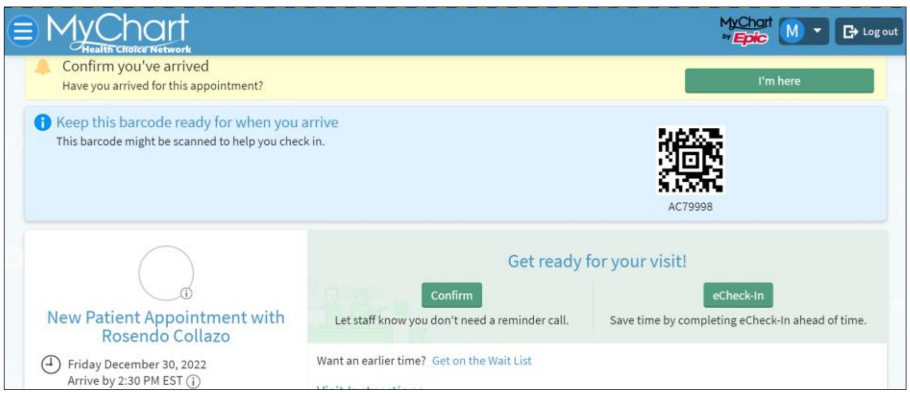


Patients with a MyChart Account

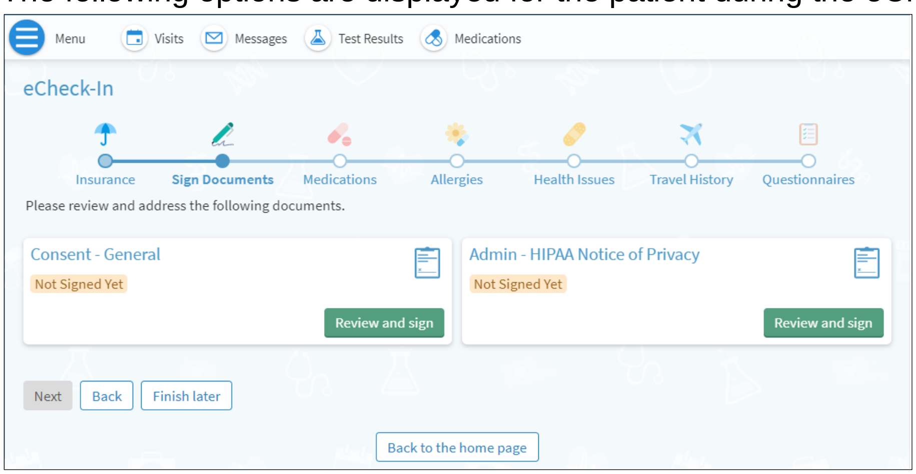
1. The New Patient's Appointment is displayed at the top of MyChart. **Click View** details.



2. Click **eCheck-In**.

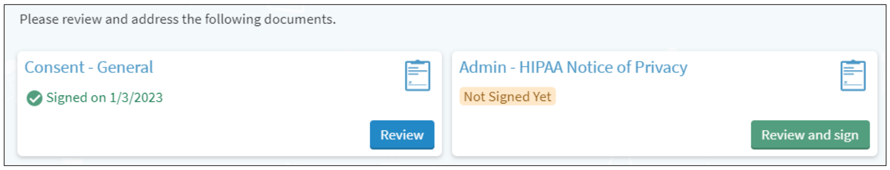


The following options are displayed for the patient during the eCheck-In process.

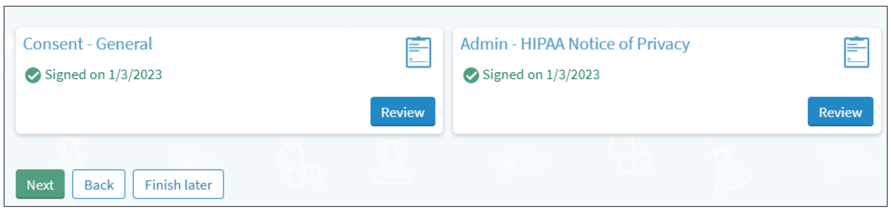


3. The patient clicks **Review and Sign;** to review the **General Consent for Treatment and Billing**. After completing Consent-General and the patient signs; the current date displays.

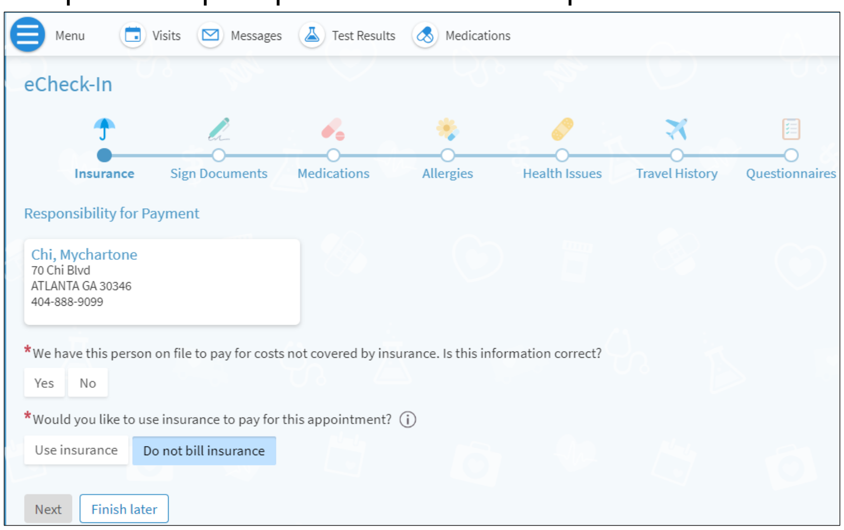
   The patient clicks **Review and Sign** for the **Admin - HIPPA Notice of Privacy**, click **Next**.



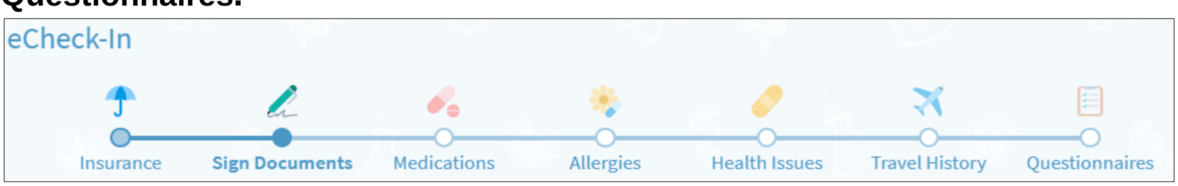
4. Both forms are Signed, click **Next**.



5. The patient is prompted to fill out the required fields as noted by the *.



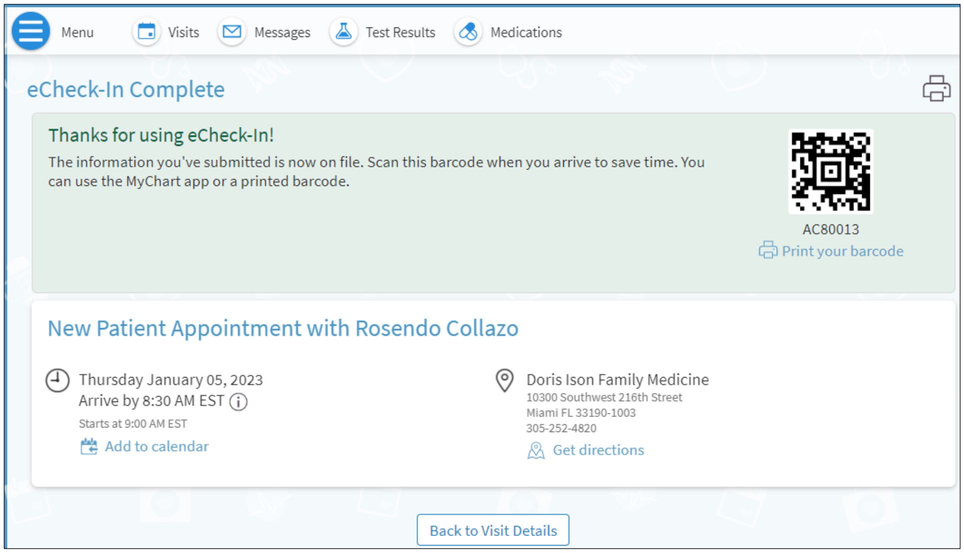
6. After completing the Responsibility for **Payment** section, the eCheck-In Workflow displays, and the patient should complete the following as needed: **Personal Info, Insurance, Sign Document, update Medications, Allergies, Health Issues, Travel History,** and **Questionnaires.**



***Note:** Click **Next** after each Workflow Section.*

7. After completing all Workflow Sections of the eCheck-In, click 

. The following displays: **eCheck-In is Complete**.



8. The patient's appointment is displayed, the patient clicks **Log out**.