

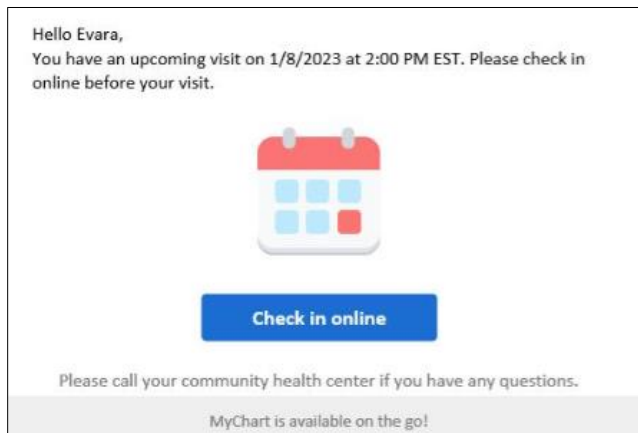
HCN Tip Sheet: My Chart eCheck-In Process

Non-MyChart Patients and MyChart Patients

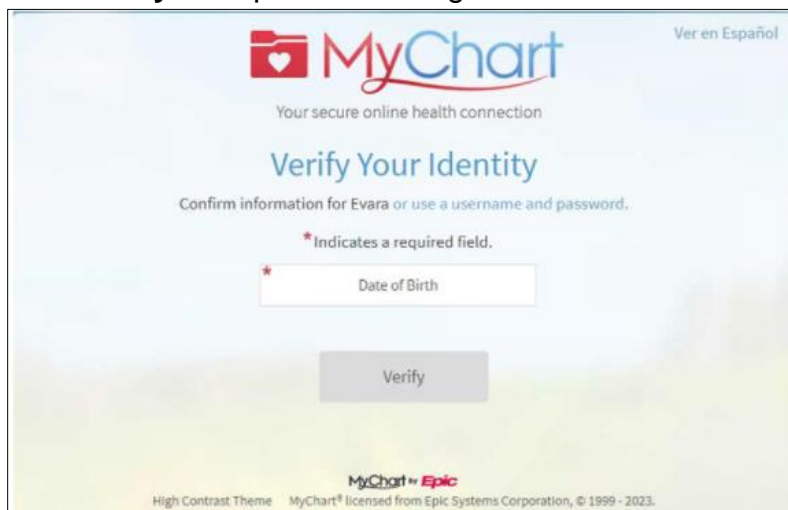
The following steps provide an overview of the e-Check-In Processes for a patient without a MyChart Account and a patient with a MyChart Account for an upcoming appointment.

Patients without a MyChart Account

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

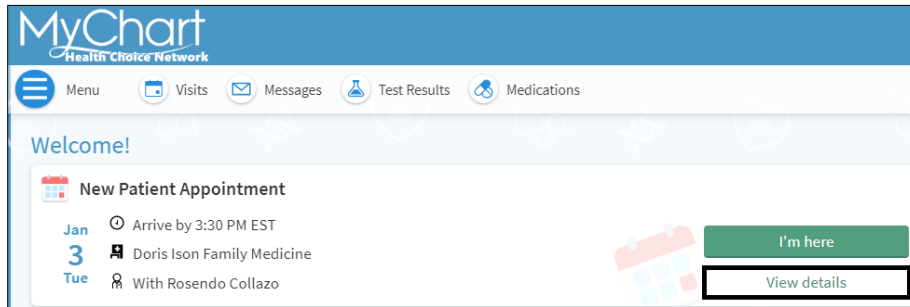


2. The patient is routed to the **Verify Your Identity** screen to input their Date of Birth.
3. Click **Verify**. The patient will begin the eCheck-In Process.

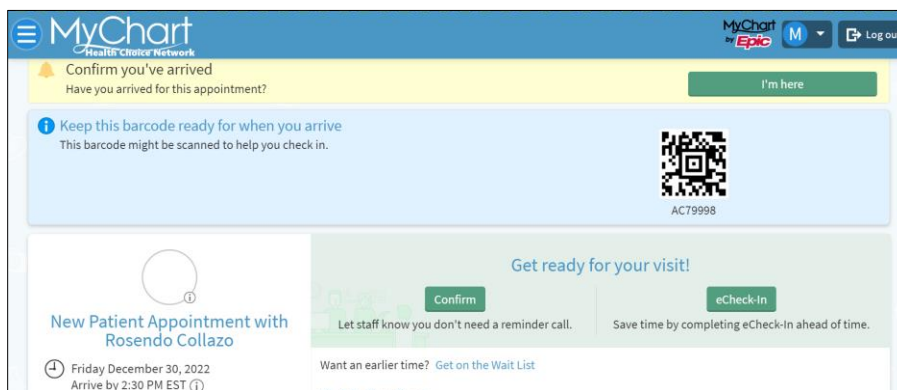


Patients with a MyChart Account

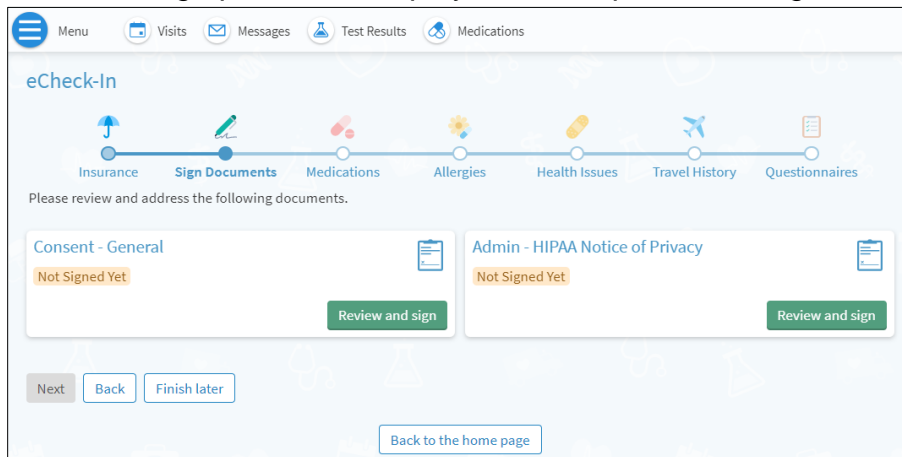
1. The New Patient's Appointment is displayed at the top of MyChart. **Click View** details.



2. Click **eCheck-In**.



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



- 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 - HIPAA Notice of Privacy**, click **Next**.

Please review and address the following documents.

| | |
|--|---|
| <p>Consent - General</p> <p>✓ Signed on 1/3/2023</p> <p>Review</p> | <p>Admin - HIPAA Notice of Privacy</p> <p>Not Signed Yet</p> <p>Review and sign</p> |
|--|---|

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

| | |
|--|--|
| <p>Consent - General</p> <p>✓ Signed on 1/3/2023</p> <p>Review</p> | <p>Admin - HIPAA Notice of Privacy</p> <p>✓ Signed on 1/3/2023</p> <p>Review</p> |
|--|--|

Next Back Finish later

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

Menu Visits Messages Test Results Medications

eCheck-In

Insurance Sign Documents Medications Allergies Health Issues Travel History Questionnaires

Responsibility for Payment

Chi, Mychartone
70 Chi Blvd
ATLANTA GA 30346
404-888-9099

*We have this person on file to pay for costs not covered by insurance. Is this information correct?
Yes No

*Would you like to use insurance to pay for this appointment? ⓘ
Use insurance Do not bill insurance

Next Finish later

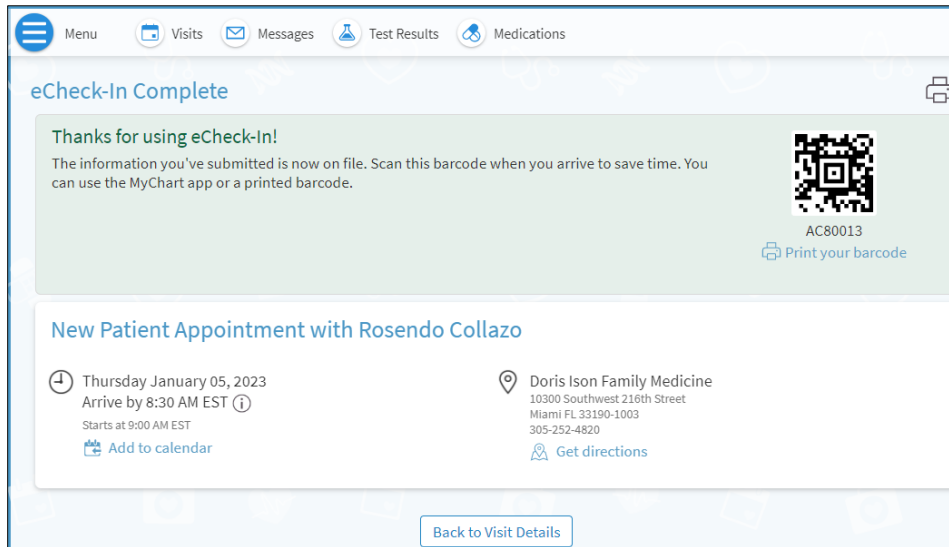
- After completing the Responsibility for **Payment** section, the eCheck-In Workflow displays, and the patient should complete the following as needed: **Personal Info, Insurance, Sign Document, update Medications, Allergies, Health Issues, Travel History, and Questionnaires**.

eCheck-In

Insurance Sign Documents Medications Allergies Health Issues Travel History 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.**

