



START WITH MYCHART

eCheck-In with MyChart

Complete the check-in process from home to save time when you arrive at the clinic. Pay visit copays, verify your medical and insurance information, respond to questionnaires, and electronically sign documents.

To complete eCheck-In:

- » Log in to MyChart.
- » Click **Visits** on the main toolbar.
- » Select **eCheck-In** to the right of the appointment details.
- » Review the personal information provided and make changes if necessary, using the **Edit** button, then click **Next**.
- » If you have taken any trips outside of the country within the last month, add them to the Travel History using the **Add a trip** hyperlink. Click **Next**.
- » Review the Communicable Disease Screening questionnaire and select any corresponding symptoms. Select **None of these** if none apply.
- » Document whether you have been in contact with someone who was confirmed or suspected to have COVID-19.
- » Document whether you have had a COVID-19 viral test in the last 10 days. Click **Continue**. Review answers and click **Submit**.
- » When reviewing Insurance Forms, confirm whether the person on file to make payment is correct and make edits as necessary. Click **Next**.
- » Use the **Report a Medication** hyperlink to add any corresponding medications you are taking.
- » Use the **Add a Pharmacy** hyperlink to add a preferred pharmacy. Click **Next**.
- » Use the **Report an allergy** hyperlink to add any allergies you may have. Click **Next**.
- » Review the E-AMB Annual Consent/Financial Agreement form. Scroll to the bottom of the page. Click in the **patient signature field**. The patient's name is pre-populated. Click **Accept**.
- » Finalize eCheck-In. Click **Submit**.

