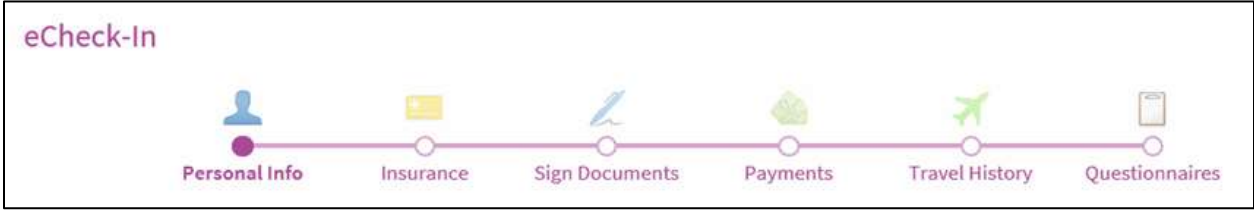


# MyChart eCheck-in Quick Start Guide

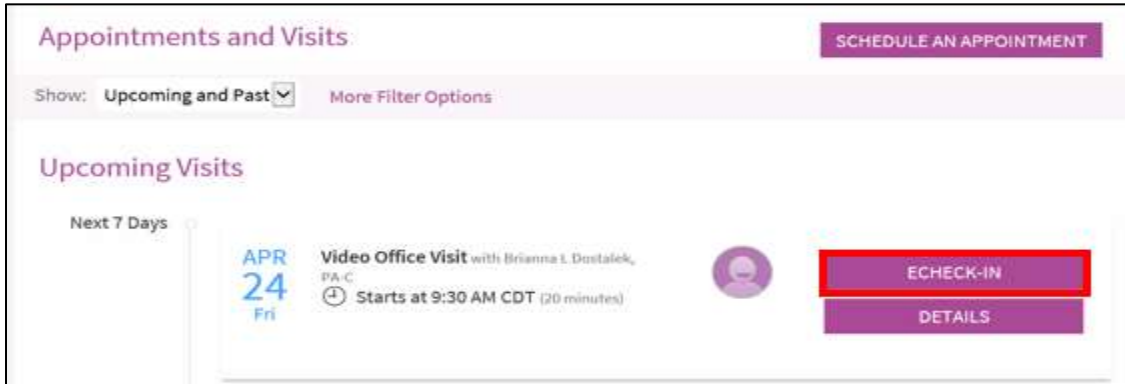
Patient's pathway through eCheck-In:



# MyChart eCheck-in

Patients will utilize the eCheck-in process when scheduled for video or Face to Face visits.

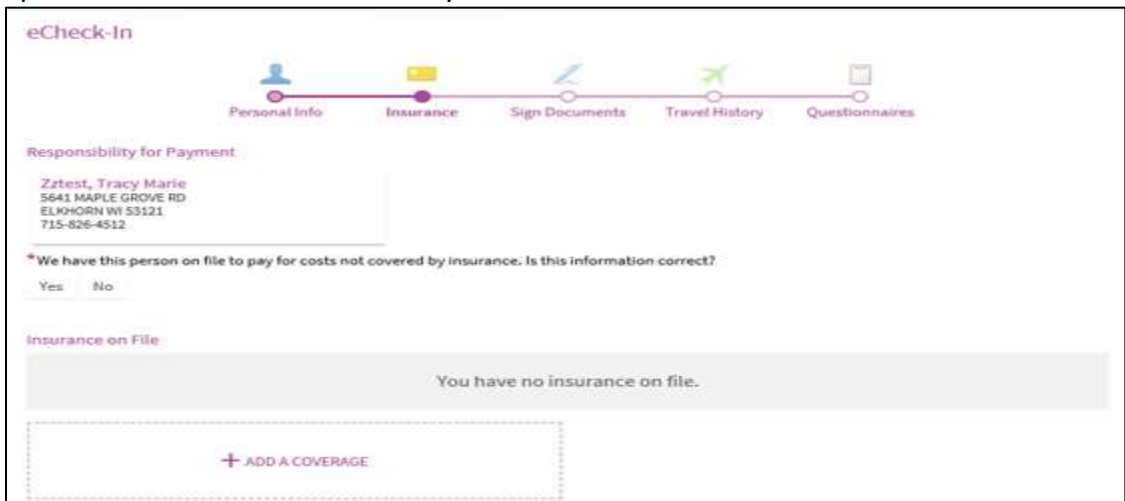
1. Patient will click **ECHECK-IN**.



2. Patient will be prompted to verify their Personal Demographic Info:



3. Patient will be prompted to verify the party financially responsible for their visit and to update their insurance if necessary.



4. Patient will be prompted to e-sign any necessary documents to include the Patient Agreement and Consent to Care along with the Virtual End User Agreement (Video Visits).

The screenshot shows the 'eCheck-In' process with a progress bar at the top indicating steps: Personal Info, Insurance, Sign Documents, Travel History, and Questionnaires. The 'Sign Documents' step is active. Below the progress bar, a message reads: 'Please review and address the following documents.' There are five document review cards, each with a 'REVIEW AND SIGN' button:

- MyChart Notice of Privacy (Not Signed Yet)
- MyChart Patient Rights (Not Signed Yet)
- MyChart Caring Hearts (Not Signed Yet)
- MyChart Patient Agreement/Consent to Care (Not Signed Yet)
- MyChart Virtual End User Agreement (Not Signed Yet)

At the bottom, a note states: 'Once this step is completed, documents will be submitted for clinic review.'

5. Copays are due for face to face visits and Patients may be prompted to pay towards their previous outstanding balance. **Copays are currently not due for Video Visits.**

The screenshot shows two side-by-side payment selection screens. The left screen is titled 'Your Outstanding Balances' and has the instruction: 'Please select the amounts you wish to pay below. If you are unable to pay now, you can pay later.' It lists two options: '\$100.00 (Amount due by 4/28/2020)' and 'Other amount', both with unchecked checkboxes. A red box highlights the option 'Play outstanding balances later' with a checked checkbox. Buttons at the bottom are 'BACK', 'FINISH LATER', and 'SUBMIT'.

The right screen is titled 'Payment for This Visit' and has the same instruction. It shows a 'Copay' section with a dropdown menu set to '\$5.00 (Amount due)'. Below it is an unchecked checkbox for 'Pay copay later'. Buttons at the bottom are 'BACK', 'PAY \$5.00', and 'FINISH LATER'.

6. Patient will be prompted to complete a travel screening.

The screenshot shows the 'eCheck-In' process with a progress bar at the top. The 'Travel History' step is active. The screen is titled 'Trips outside the country' with the instruction: 'Please update the trips you have taken since March 24, 2020.' A grey box displays the message: 'You have no trips on file.' Below this is a dashed box containing a '+ ADD A TRIP' button. At the bottom, there is an unchecked checkbox for 'This information is correct' and three buttons: 'BACK', 'NEXT', and 'FINISH LATER'.

- Finally, the patient will be prompted to complete a health history questionnaire.

**eCheck-In**  
**Past History**

Please review your responses. To finish, click **Submit and Continue**. To change any answers, click **Modify**.

There are some questions that you have not responded to. Click the **Modify** button if you would like to answer these now.

**MODIFY**

**Substance and Sexuality**

<p><b>Do you smoke?</b> Former Smoker Have you used other forms of tobacco? No Response How many packs per day? For how many years? 1 25 When did you quit? 1/1/2011</p>	<p>Comments:</p>	<p><b>Do you drink alcohol?</b> No Response</p>
<p><b>Are you sexually active?</b> Yes Partners? Female What type of birth control? No Response Comments:</p>	<p><b>Do you use other drug forms?</b> Yes Use/Week 1 Types: No Response Comments:</p>	

**MODIFY** **SUBMIT AND CONTINUE** **CANCEL**

- If our Patient has Medicare, they will be prompted to complete the Medicare Secondary Payer Questionnaire (MSPQ). This helps determine the order in which we file clean claims to insurance.

**eCheck-In**

Personal Info Insurance Sign Documents Questionnaires

**Medicare Secondary Payer Questionnaire**

For an upcoming appointment with **Christine A Newton, MD** on 4/28/2020  
Medicare requires that we periodically ask the following questions.

Are you receiving Black Lung (BL) benefits?

Yes  No

**CONTINUE** **CANCEL**

- The Patient is then ready to start their visit. Patients will be prompted to select **FINISH** for Face to Face visits.

**Appointment Details**

Thanks for using eCheck-In!  
The information you've submitted is now on file.

**Video Office Visit with Brianna L Dostalek, PA-C**

Friday April 24, 2020  
9:30 AM CDT (28 minutes)  
Add to Calendar

This appointment cannot be canceled online. To cancel, please call 920-738-4600.

**It's time to start your video visit!**

**CONFIRM** **BEGIN VIDEO VISIT**

Let staff know you don't need a reminder call. Excludes Video Visits. When you are ready to talk to your doctor, click the button below.

Review your questionnaire answers below.

- Communicable Disease Screening (Print)
- Past History (Print)

**Visit Instructions**

**PLEASE NOTE: We strongly recommend that you access your Video Visit via MyChart Epic app on your smart phone, tablet, or other device.**

This is the easiest and recommended way to connect with your provider for your visit. Search the words "MyChart" and download the app to get started. You may be able to connect through a Windows or Mac desktop computer, but hardware and security issues may happen.

## eCheck-in Notes:

### eCheck-in Notes:



- Patients may eCheck-in 7 days prior to their scheduled visit
- Patients may eCheck-in just before their scheduled visit
- Patients cannot cancel online within 12 hrs. of their scheduled visit
- Patients can initiate their video visit 15 minutes prior to their scheduled visit and up to 30 minutes after