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).

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.**

6. Patient will be prompted to complete a travel screening.
7. Finally, the patient will be prompted to complete a health history questionnaire.

8. 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.

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