![CHI Memorial logo] **CHI Memorial**
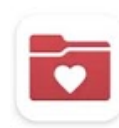
Save Time with eCheck-In through MyChart

If you have an active MyChart account, you can complete the eCheck-In process before your scheduled visit. Your eCheck-in can be completed using a computer and web browser or using a mobile device with the MyChart app.

Download the MyChart App On Your Mobile Device

Downloading the MyChart app is the easiest way to complete an eCheck-in on your mobile device. If you would rather use a computer for eCheck-in, you can skip this step.

App Instructions

1. Open Google® Play or Apple® App Store
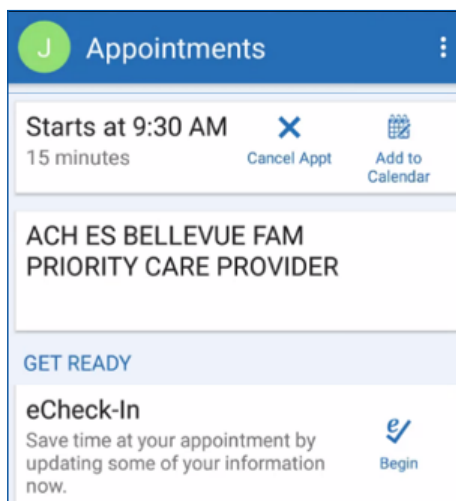2. Search for "Epic MyChart"
3. Install the MyChart app
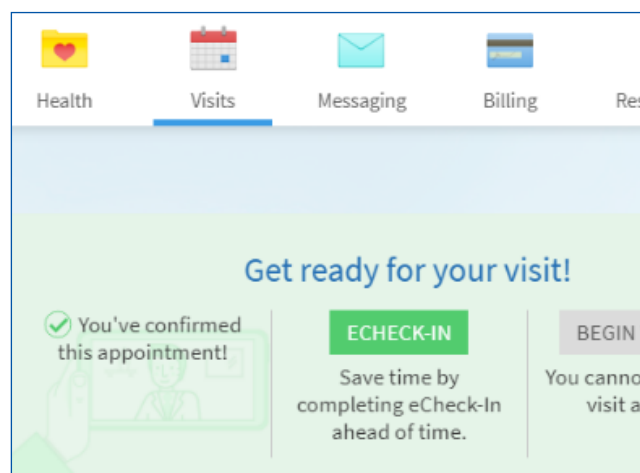
MyChart
Epic Systems Corporation

Up to 48 Hours Before Your Visit – Complete eCheck-In

If you are using a computer, visit Memorial.org/patient-portal and log into MyChart web, open the appointment details page for your scheduled visit. If you are using a mobile device, log into the MyChart mobile app and open the appointment details page for your scheduled visit and click **eCheck-In**.

Mobile Device

Computer

Verify Your Personal Information

Contact Information 🔔

📍 12345 New St
Herndon VA 20171

🏠 952-738-2614
📱 952-738-2614
✉️ epicwebapps@co...

✏️ Edit

[Next] [Finish later]

Step One:
Review Your Personal Information

1. Need to make any changes?
   Click **Edit** below the information that you want to update. Enter the correct information, and save your changes.

2. Is everything correct? Click **Next**.

Step Two:
Review Your Medications

1. Need to remove a medication that you are no longer taking?
   Click **Remove** and add details of why you are no longer taking the medication.

2. Need to add a medication?
   Click **Report a medication** and type the name of the medication to select it from the list.

3. Need to add your pharmacy?
   Click **Add a pharmacy** and begin typing the first few letters of the pharmacy's name to select it from the list.

4. Is Everything Correct? Click **Next**.

Current Medications

Please review your medications and verify that the list is up to date. **Call 911 if you have an emergency.**

famciclovir 500 MG tablet
Commonly known as: FAMVIR
ⓘ Learn more ↗

Take 1 tablet (500 mg total) by mouth in the morning and 1 tablet (500 mg total) at noon and 1 tablet (500 mg total) in the evening.

🗑 Remove

➕ Report a medication

Select a Pharmacy for This Visit

You have no pharmacies on file.
➕ Add a pharmacy

[Next] [Back] [Finish later]

Current Allergies

Please review your allergies and verify that the list is up to date. **Call 911 if you have an emergency.**

Acrylic Acid And Acrylates
Added 2/24/2023
ⓘ Learn more ↗

🗑 Remove

➕ Report an allergy

[Next] [Back] [Finish later]

Step Three:
Review Your Allergies

1. Need to add an allergy?
   Click **Report an allergy** and begin typing the first few letters of the allergy to select it from the list.

2. Is Everything Correct?
   Click **Next**.

Current Health Issues

Please review your health issues and verify that the list is up to date. **Call 911 if you have an emergency.**

+ Report a health issue

Health Issues You Reported

Fast heart beat
Added 7/9/2024
ⓘ Learn more ↗

🗑 Remove

[Next] [Back] [Finish later]

Step Four:
Review Your Health Issues

1. Need to add a health issue?
   Click **Report a health issue** and begin typing the first few letters of the health issue to select it from the list.

2. Is everything correct? Click **Next**.

Step Five:
Complete Questionnaires

In this step of the eCheck-In process, you will be prompted to upload your identification card if one is not already on file. You may also be asked to complete other health related questionnaires.

1. Need to upload your identification card?
   Click **Add a document** to upload your identification card from your device.

2. Complete any health related questionnaires and submit your answers.

Status	Questionnaire
🟢	Upload Patient Identification Card

+ Add a document

[Next] [Back] [Finish later]

Patient Medical History

Step 1 of 4

Please fill out the following questionnaire. When available, data is pulled from your chart.

Medical History

Question	Response		Date first noted (approx)	Comments
Nerve / muscle disease	Yes	No		
Anemia	Yes	No		

Responsibility for Payment

Test, Jane
12345 New St
Herndon VA 20171
952-738-2614

*We have this person on file to pay for costs not covered by insurance. Is this information cor

[Yes] [No]

*Would you like to use insurance to pay for this appointment?

[Use insurance] [Do not bill insurance]

⊗ No coverage on file

Insurance on File

You have no insurance on file.

+ Add a coverage

Step Six:
Verify Your Insurance

1. Complete the Responsibility for Payment questions.
   a. Need to add insurance coverage?
      Grab your insurance card, and click **Use Insurance.**

2. Click **Add a Coverage** to enter the insurance coverage details and upload a photo of your insurance card.
   a. MyChart will attempt to verify your insurance information. This process could take up to 45 seconds.

Step Seven:
Sign Your Documents

1. Click **Review and Sign** to review documents requiring signature.

2. After signing all documents, press **Submit**.

   TIP: If completing the eCheck-In process on a mobile device, rotate your device into landscape mode to provide additional space for signing.

Step Eight:
Complete eCheck-In

After you have completed the last step of the eCheck-In process, you will see a thank you message. You are now checked in and ready for your schedule appointment. **REMINDER: Before your appointment, please be sure to stop by registration to complete any remaining forms and receive you armband.**