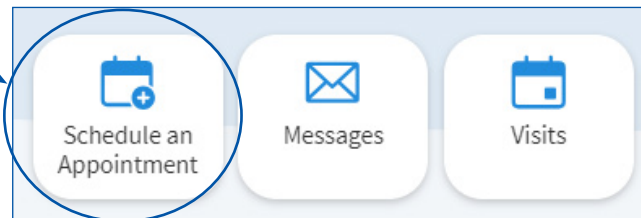


Schedule Your Radiology Appointment in MyChart

A select group of radiology tests can now be quickly scheduled in MyChart. After verifying your demographic and insurance information, you'll have the flexibility to choose a location and select an appointment from the list of available time slots, allowing you to book the appointment yourself at your convenience.

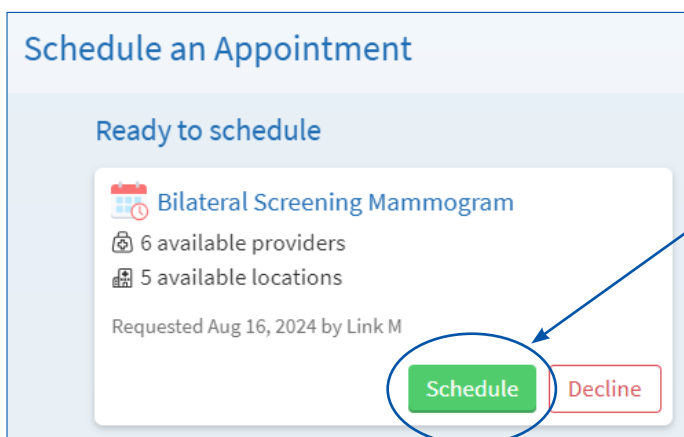
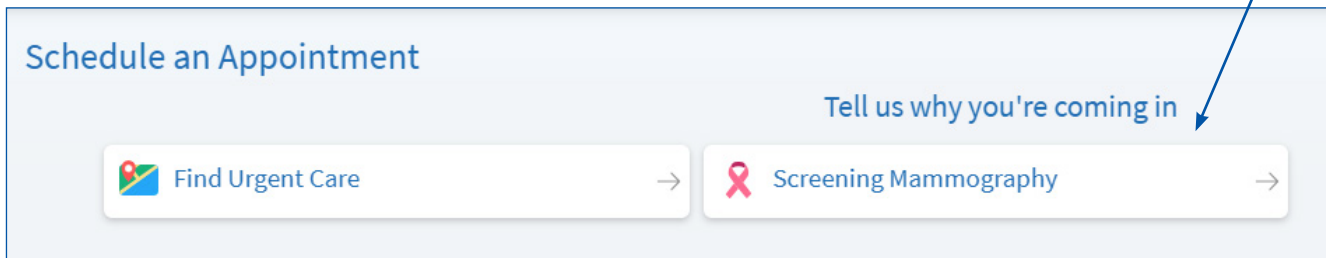
Start Scheduling Your Visit

Select the **Schedule an Appointment** shortcut across the top of your screen to begin scheduling your appointment.



What Can I Schedule in MyChart?

1. If it's time for your screening mammography, did you know that you don't need a provider's order to schedule an appointment? Simply go to the **"Tell us why you're coming in"** section and select **Screening Mammography** to start scheduling your visit with ease. *(NOTE: Screening Mammography is the only test that you can be scheduled without a provider's order.)*



WITH Provider Order

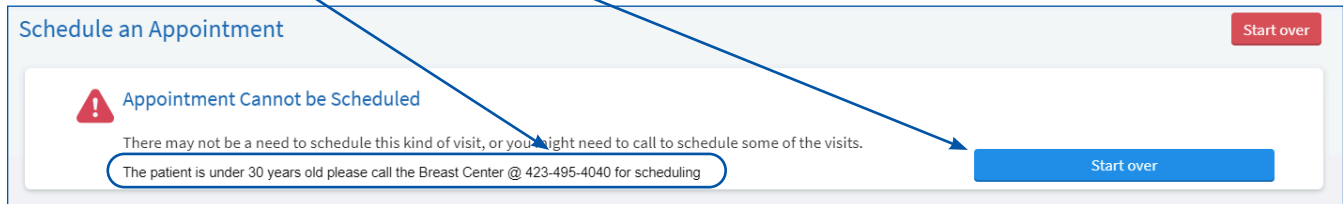
2. If your provider has placed an order for a radiology procedure that is eligible for scheduling in MyChart, it will appear in the **Ready to Schedule** section. Click **Schedule** to start booking your appointment.

Finish Scheduling Your Visit

Simply follow the steps to continue scheduling your appointment with ease.

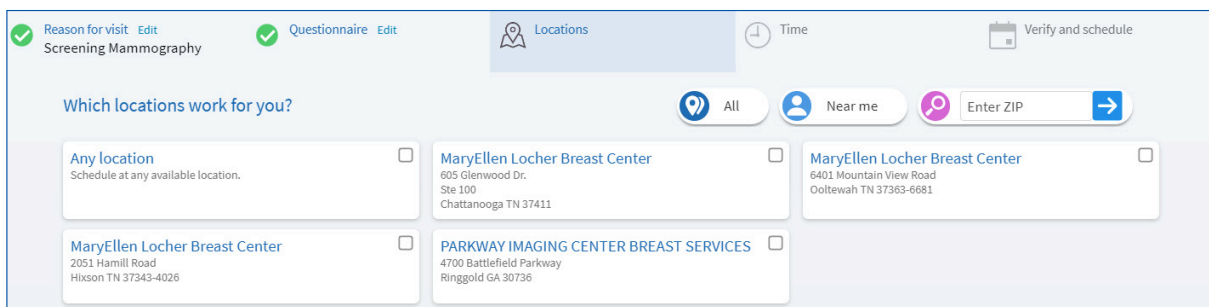
Step One: Complete Your Questionnaires

Complete the questionnaires section of the scheduling process. If you enter a response that prevents you from scheduling an appointment in MyChart, you will receive an **Appointment Cannot be Scheduled** message with details explaining why the appointment could not be scheduled. Follow the on-screen instructions to either call to schedule your appointment or click **Start over** to re-answer the questions.



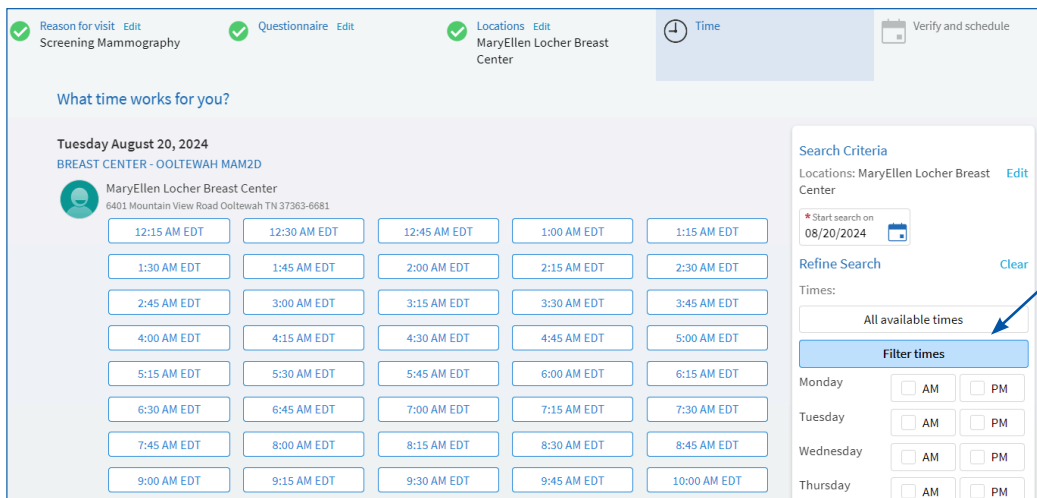
Step Two: Select Your Location

Available locations are listed for you to quickly select your preferred appointment site. Choose your location and click **Continue**.



Step Three: Select Your Appointment Time

Search for and choose the best appointment time that fits your schedule.



1. Use the "Start search on date field" to select the date from which you want to begin viewing all available appointments.
2. You can also use the **Filter times** option to narrow down the available slots to a specific time range.
3. Scroll through to see all available time slots for the selected date and beyond. **Once you find your preferred appointment time, select it to proceed.**

Step Four: Verify Your Personal Information

Review your personal information and make any necessary updates to ensure your record has the most up-to date information, allowing us to provide you with the best care possible.

1. Need to update your personal information? Click **Edit** and make the necessary changes.
2. Is everything correct? Select **This information is correct**.

Verify your personal information

Contact Information

Jane False
HIXSON TN 66647

555-476-4444 (preferred)
Mobile phone not entered
Work phone not entered
mychart@commonspirit.org

Edit

Details About Me

Preferred First Name
Not entered

Legal Sex
Female

Gender Identity
Not entered

Sex Assigned at Birth
Not entered

Sexual Orientation
Not entered

Marital Status
Married

Race
Korean

Ethnicity
Hispanic or Latino

Ethnic Background
Not entered

Language
Not entered

Religion
Not entered

Edit

This information is correct

3. Need to update your insurance? Grab your insurance card, and click **Update coverage**.
 - Speed up the check-in process by uploading images of your insurance card. To begin, click **Add insurance card photos**.

4. Is everything correct?
Select **This information is correct**.

Verify your insurance

* Indicates a required field.

Responsibility for Payment

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

Use insurance Do not bill insurance

Insurance on file

Blue Cross/Blue Shield / Bcbsny Empire BCBS

Subscriber Name
Jane False

Subscriber Number
11111

Add insurance card photos

Uploading images of your card now will help speed up the check-in process for your next visit.

Update coverage

Remove coverage

This information is correct

Step Five: Schedule It!

Review the appointment information and read the instructions before completing the scheduling process. Use the “Comment” field to let us know what you would like addressed during this visit. Then, click **Schedule It** to finalize your appointment.

The screenshot shows a scheduling interface with several tabs at the top: 'Reason for visit' (Screening Mammography), 'Questionnaire', 'Locations' (MaryEllen Locher Breast Center), and 'Time' (Monday August 26, 2024 9:30 AM). A 'Verify and schedule' button is in the top right. Below the tabs, a message says 'You're almost done...' and 'This appointment time is reserved for you until 11:54 AM.' The main content area displays appointment details: 'MAMMO SCREENING BILAT with BREAST CENTER - OOLTEWAH MAM2D', 'Monday August 26, 2024 9:30 AM EDT (15 minutes)', and 'MaryEllen Locher Breast Center' with address and phone number. There are checkboxes for 'Notify me if earlier appointments open up' and 'Favorite this appointment to easily schedule again later'. A 'Comments' field is present with the prompt 'What is the most important thing you want addressed during this visit?'. At the bottom, a green button with a checkmark and the text 'Schedule it' is circled in green. A blue arrow points from the text above to this button.

Step Six: Confirm Your Appointment and Complete eCheck-In

Now that your appointment has been successfully scheduled, save time on the day of your visit by confirming your appointment and completing eCheck-In. Refer to the Save Time with eCheck-In through MyChart guide on www.memorial.org/patient-portal for detailed instructions on completing the eCheck-In process.

The screenshot shows the 'Appointment Details' page. At the top, a green banner says 'Appointment Scheduled' with a checkmark icon and the text 'You're all set! You can review details of your upcoming appointment below.' Below this, the appointment details are listed: 'MAMMO SCREENING BILAT', 'Tuesday August 20, 2024 2:00 AM EDT (15 minutes)', and 'CHI Memorial Hospital Mobile Mammography' with address and phone number. A note at the bottom states 'This appointment cannot be canceled online. To cancel, please call 423-495-4040.' On the right side, there is a section titled 'Get ready for your visit!' with two buttons: 'Confirm' and 'eCheck-In'. A blue double-headed arrow connects the two buttons. Text below the buttons says 'Let staff know you don't need a reminder call.' and 'Save time by completing eCheck-In ahead of time.' A blue arrow points from the text above to the 'eCheck-In' button.

Canceling a Scheduled Appointment

Please refer to your appointment details for information on how to call and cancel your appointment.

