

MyChart: Patient Check-in Process

Overview

The patient will use the following steps to electronically check-in to their MyChart Video Visit appointment and will also show the patient how to begin the video visit. It is recommended for the patient to check in 30 minutes prior to their scheduled appointment to address any technical issues.

MyChart Check-in (Personal Computer):

1. Open a web browser, click on the address bar, and type the following URL:
 - a. <https://my.ucihealth.org/uci/>
 - b. Press enter/return
2. Fill in the MyChart Username and Password fields then click on SIGN IN to proceed.

The screenshot shows the MyChart login page. At the top, there is a text input field labeled 'MyChart Username' with a key icon on the right. Below it is a text input field labeled 'Password'. A yellow button labeled 'SIGN IN' is positioned below the password field. Underneath the 'SIGN IN' button are two links: 'Forgot Username?' and 'Forgot Password?'. Below these links is the text 'New User?'. At the bottom of the form is a blue button labeled 'SIGN UP NOW'.

3. Hover over the Visits tab with your cursor.
4. Click on Appointments.

UCI Health



Rachel



Health



Visits



Messaging



Billing



Resources



Profile

Appointments

Upcoming Tests and Procedures

Schedule an Appointment

5. Scroll down the page and find the corresponding appointment date, time, and provider.
6. Click on ECHECK-IN

APR
6
Mon**MyChart Video Visit** with Jody M Rawles,
MD
⌚ Starts at 2:00 PM PDT (30 minutes)

ECHECK-IN

DETAILS

7. On the insurance page, your insurance should already be populated in the system. Check the box that says, "This information is correct".
8. Click Next.

eCheck-In

Insurance Questionnaires Payments

Insurance on File

You have no insurance on file.

+ ADD A COVERAGE

Pending Review

Blue Shield (SD)	Added
Subscriber Name Acanthite, Rachel	Subscriber Number bu1234567

☐ This information is correct

NEXT FINISH LATER

9. Please verify Medications, Allergies, and Health issues.
10. On the UCI Health Video Visit Questionnaire you must click yes on the following questions to proceed;
 - a. Are you in the state of California?
 - b. Do you consent to proceed with the Video Visit today?
11. Click Continue

The screenshot shows the 'UCI Health Video Visit Questionnaire' form. At the top, a progress bar indicates the current step is 'Questionnaires', with other steps being 'Personal Info', 'Insurance', 'Medications', 'Allergies', 'Health Issues', and 'Payments'. The form title is 'UCI Health Video Visit Questionnaire' for an upcoming appointment with Lauren C Pinter-Brown, MD on 4/9/2020. It includes a disclaimer about the privacy and optionality of video visits, and a statement about potential risks and benefits. The questionnaire contains two questions: '1. Can you confirm that you are presently in the State of California?' and '2. Do you consent to proceed with the video visit today?'. Both questions have 'Yes' and 'No' radio button options. A red asterisk indicates required fields. At the bottom, there are 'CONTINUE' and 'CANCEL' buttons.

12. Review your co-payment if applicable.
13. On the last page, you will click on BEGIN VIDEO VISIT
 - a. BEGIN VIDEO VISIT will be highlighted green if the e-check in was successful.

The screenshot shows a screen titled 'Get ready for your visit!'. It features two main buttons: a green 'CONFIRM' button and a grey 'BEGIN VIDEO VISIT' button. Below the 'CONFIRM' button, it says 'Let staff know you don't need a reminder call.' Below the 'BEGIN VIDEO VISIT' button, it says 'You cannot join the video visit at this time.'

14. Zoom Cloud Meetings will then populate, and you will be placed in a virtual waiting room.
15. You will either see a black zoom screen or you will see a pop-up that states "Waiting For Host". Please wait patiently for the provider to join the call.