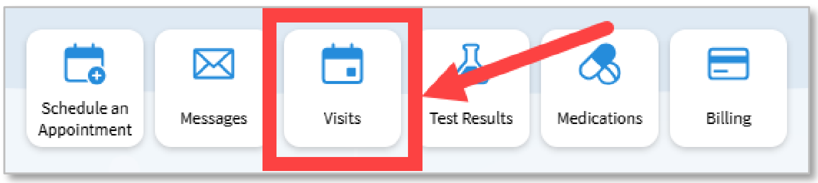
E-Check In via MyChart

How patients complete their E-Check In process in MyChart

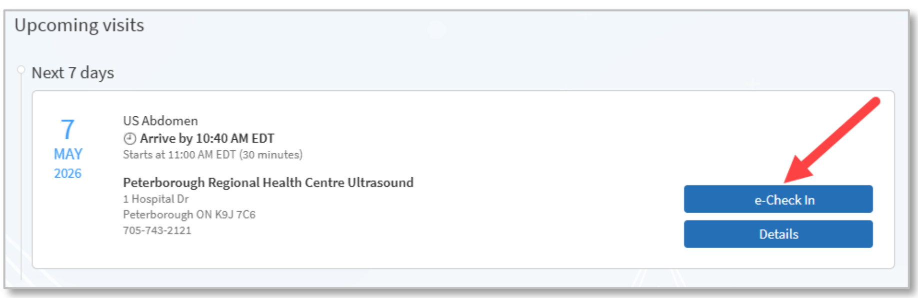
E-Check In

E-Check In is a process you can use to complete part of your registration process before your appointment and before arriving to the hospital. This will reduce the amount of time you spend at central registration, within the clinic registering, or at the kiosk completing your registration tasks. You may have received an e-mail depending upon whether the clinic has set up an e-mail reminder. If so, you can click the link within the email to start your E-Check In process. An alternate way in which you can complete your E-Check In is through MyChart.

1. Click on the **Visits** tab at the top of the page.



2. From the Visits page, you'll see all your appointments: past, present, and future. Past appointments will load for the past three months.
3. For the correct **Upcoming visits**, select the **e-Check In button** to start the e-Check in process.



Personal Information

The first section contains your Personal Information such as address and contact methods such as email and phone numbers.

1. Review the information listed in the Contact Information section.
2. If changes are needed, click ✎ **Edit**.
3. Make any changes needed and verify the information entered.
4. Click **Save Changes**.

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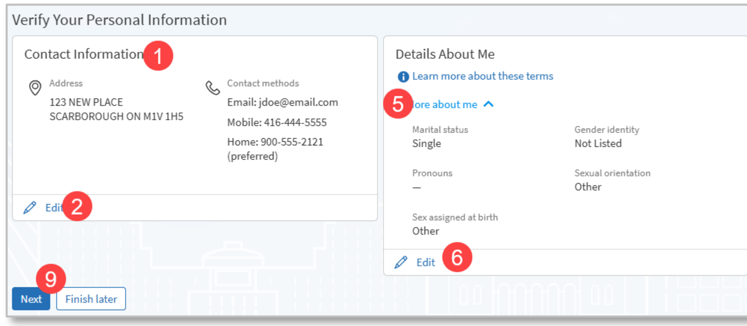
5. To the right, click on the **More about me** link. Here, you can update your preferred first name, marital status, gender identity, amongst other things. Review the information entered.
6. If changes are needed, click ✏ **Edit**.
7. Make any changes needed and verify the information entered.
8. Click **Save Changes**.
9. Click **Next** to move to the next section.



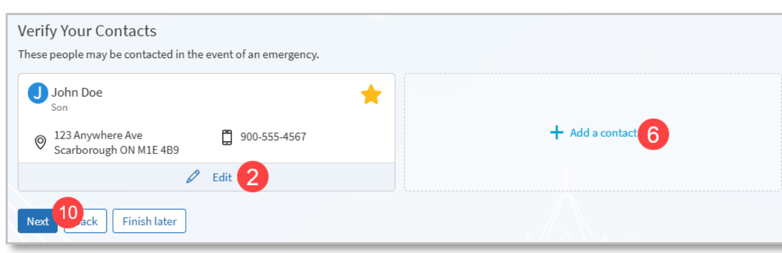
1 For more information please access the **Tip Sheet**, **Updating Personal Information** from your **Learning Library**.

For a detailed demonstration, please watch the **Video, Updating Personal Information** from your **Learning Library**.

Contacts

You will need to identify who your emergency contact is in the event of an emergency.

1. If there is already a contact listed, review the information.
2. If changes are needed, click ✏ **Edit**.
3. Make any changes needed and verify the information entered.
4. If this contact is no longer appropriate, click **Remove**.
5. Click **Save Changes**.
6. If no contact is listed, click **+ Add a Contact.**
7. Enter the name, relationship and contact method of the new contact.
8. Verify the information entered.
9. Click **Save Changes**.
10. Click **Next** to move to the next section.



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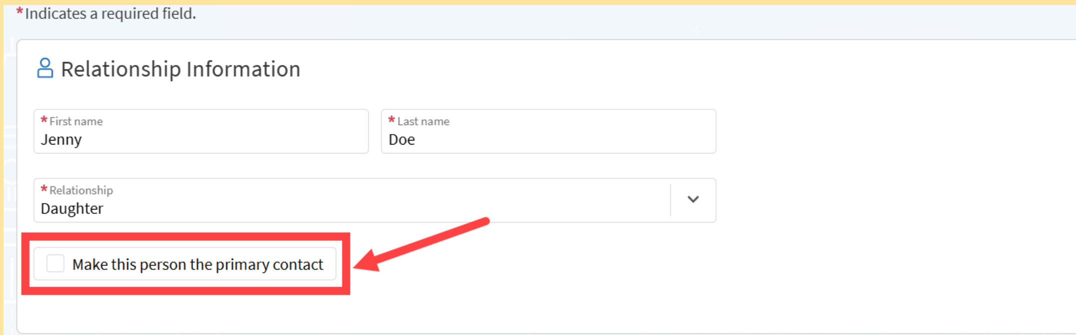
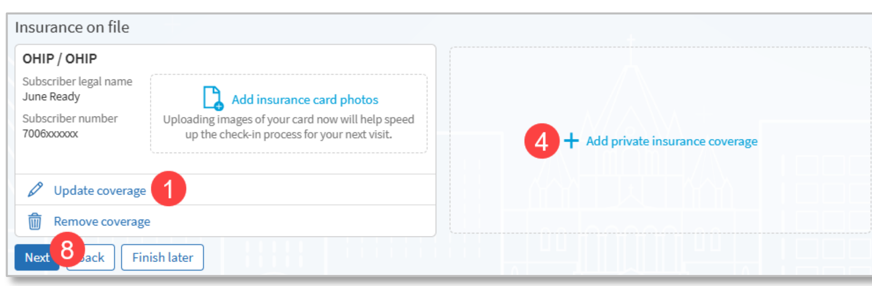
If you have more than one (1) Emergency Contact listed, identify the first person to be contacted by checking the "Make this person the primary contact" checkbox when editing the contact.



Insurance

For many of you, you will have a health card, OHIP. This section also allows you to enter any private insurance coverage such as Sun Life or Blue Cross.

1. To update your OHIP card information, click **Update Information**.
2. Enter what changes are to be made in the comments section.
3. Click **Submit**.
4. If you have private insurance, this can be added by clicking the **+ Add Private Insurance Coverage**.
5. Complete all required fields including the Insurance provider and Insurance ID.
6. Verify the information entered.
7. Click **Submit**.
8. Click **Next** to move to the next section.



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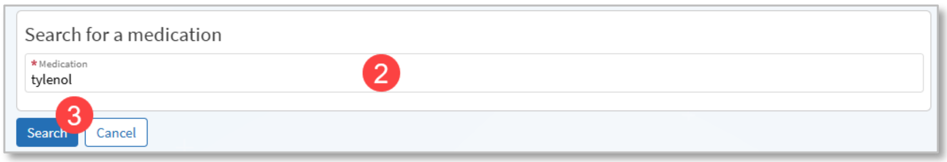
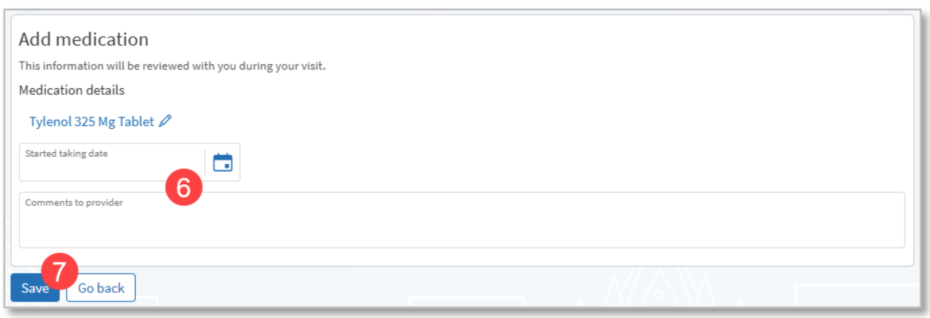
Medications

This section allows you to keep your health care team informed of any medications you are taking. These can include prescription, over-the-counter, or supplements you may be taking.

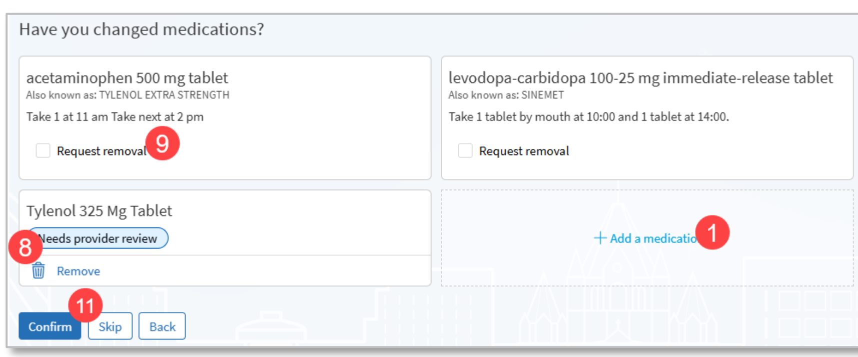
1. To add a medication, click **+Add a Medication**.
2. Search for the medication name in the search field.
3. Click Search.



4. Select the correct medication you are taking.
5. Click **Next**.
6. Indicate the date you started taking the medication and include and comments to the provider.
7. Click **Save**.



8. If the medication just added is incorrect, click 🗑 **Remove**
9. If you have stopped taking a medication already listed on file, click **Request Removal**.
10. This information will be reviewed with you during your visit with your health care team.
11. Click **Confirm** to move to the next section of E-Check In.



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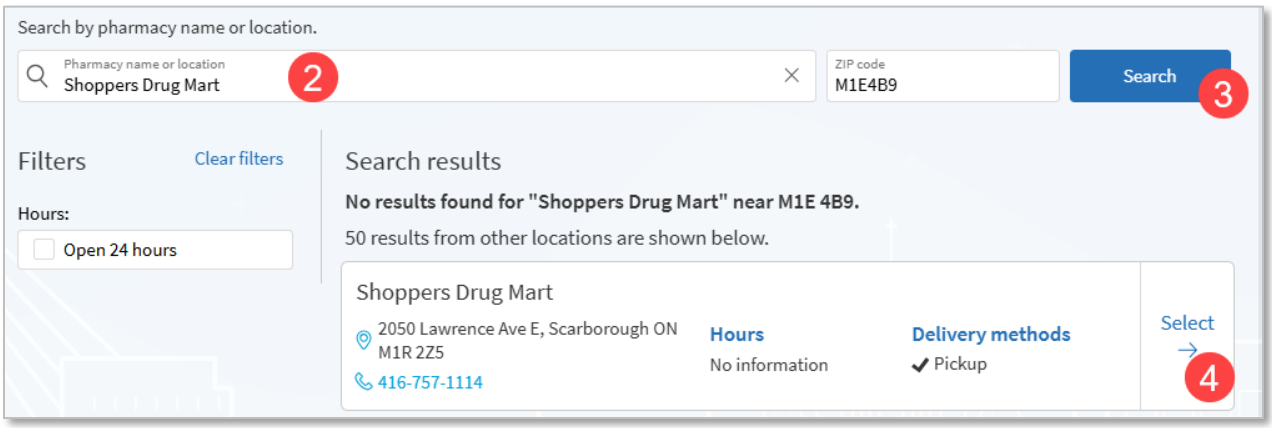
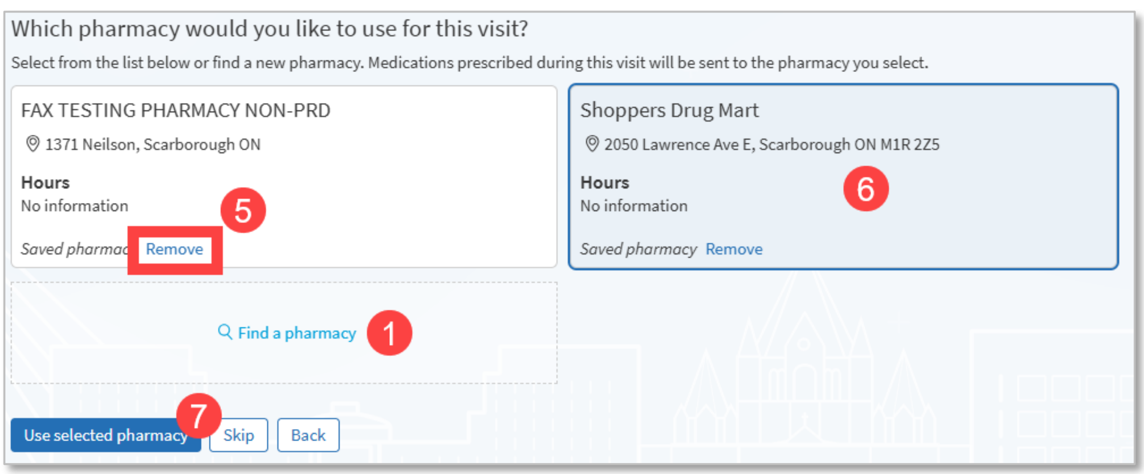
Pharmacy

This section allows you to identify a preferred pharmacy. If there are any prescriptions required, the provider can send them directly to your preferred pharmacy for pick up.

1. Click **Find a Pharmacy** to search for your preferred pharmacy.
2. Search for pharmacy by name or location.
3. Click **Search**.
4. Find the appropriate pharmacy and click **Select**.



5. To remove a pharmacy listed, click **Remove.**
6. Click on the preferred pharmacy to have your prescription sent to.
7. Click Use Selected Pharmacy.



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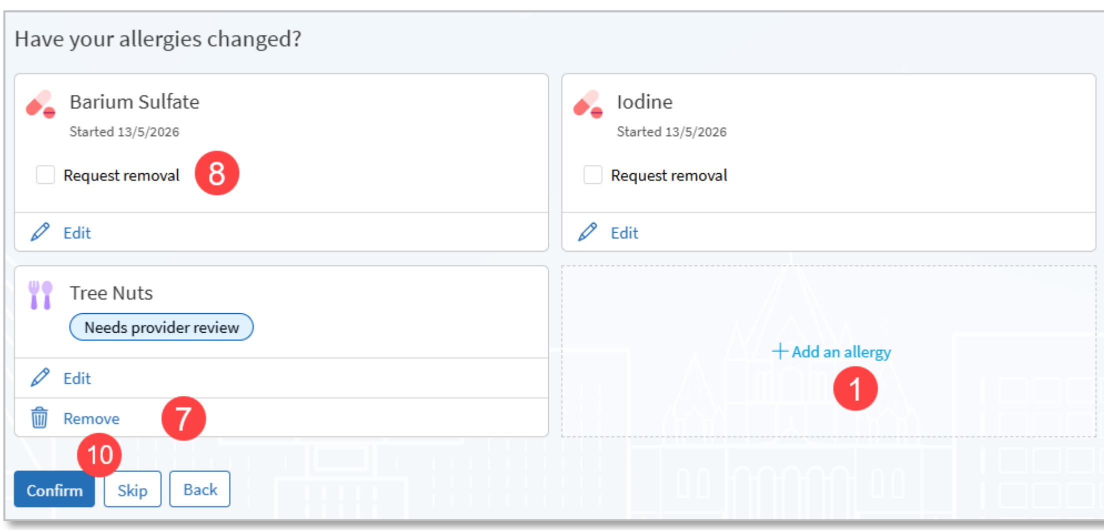
Allergies

1. To add an allergy, click **+ Add an Allergy**.
2. Search for the desired allergy (Ex. Tree nuts) and hit **Enter**.
3. If there is not an option listed, beside “Couldn’t find what you’re looking for?”, Click the Add “Tree Nuts” to enter it as free-text.
4. From the list of options, select the appropriate allergy.

5. Enter the symptoms, start date, and any comments to the provider.
6. Click **Save**.
7. If the allergy just added is incorrect, click 🗑 **Remove.**
8. To remove an allergy previously listed, click **Request Removal**.
9. This information will be reviewed with you during your visit with your health care team.
10. Click **Confirm** to move to the next section.



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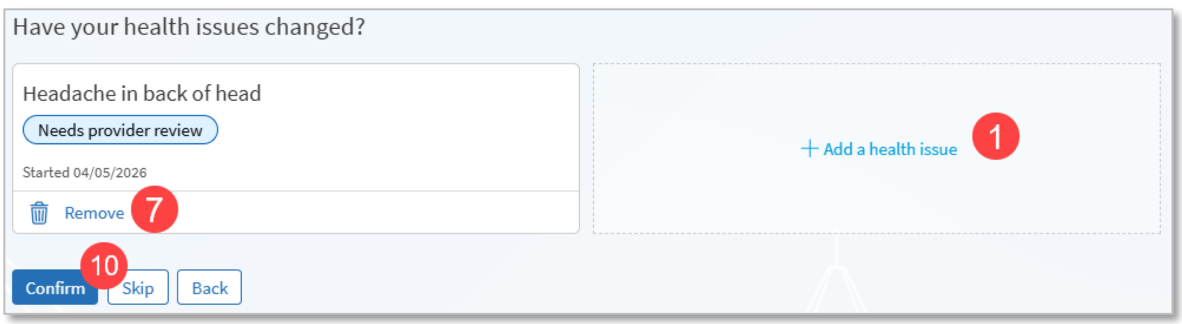
Health Issues

1. To add a new health issue, click **+Add a Health Issue**.
2. Search for the health issue (Ex. Back pain) and press **Enter**.
3. If there is not an option listed, beside “Couldn’t find what you’re looking for?”, Click the Add “Back Pain” to enter it as free-text.
4. From the list of options, select the appropriate health issue.
5. Enter the start date of the health issue and any comments to the provider.
6. Click **Save**.
7. If the health issue just added is incorrect, click 🗑 **Remove.**
8. To remove a health issue previously listed, click **Request Removal**.
9. This information will be reviewed with you during your visit with your health care team.
10. Click **Confirm** to move to the next section.



Travel History

This section asks you to identify any travel that has occurred outside of the country for the **past 30-days**.

1. To add a new travel history, click **+Add a Travel**.

11. Search for the destination (Ex. Mexico) and press **Enter**.
12. From the list of options, select the appropriate travel destination.

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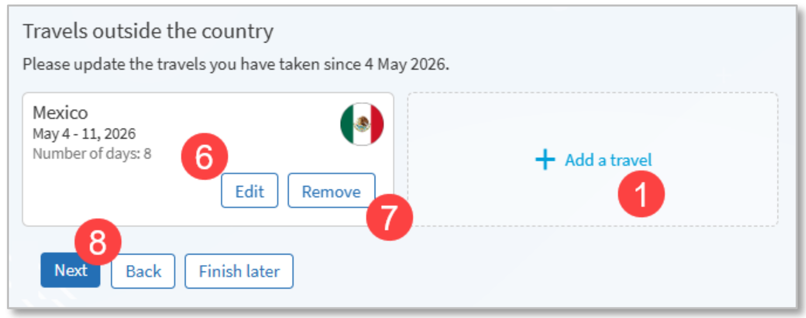
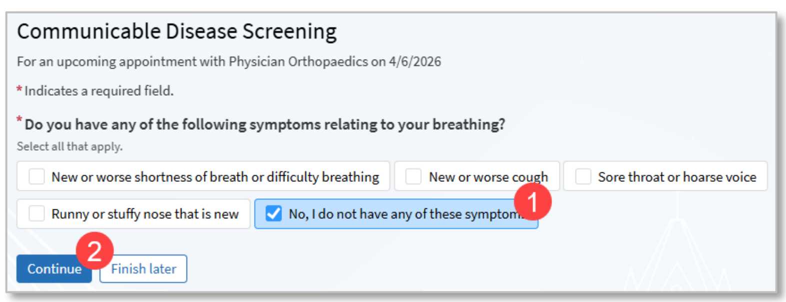
13. Enter the start date and end date of travel within the past 30 days.
14. Click **Accept**.
15. Click **Edit** to change information entered.
16. Click **Remove**, if entered in error.
17. Click **Next** to move to the final section of E-Check In.



Questionnaires

The content in this section is highly variable dependent upon the department or clinic in which you are visiting and whether they have assigned any questionnaires for you to answer prior to your upcoming appointment. One questionnaire that will always be present in the E-Check In is the Communicable Disease Questionnaire. This questionnaire asks you about symptoms of a flu, cold or any other virus (such as COVID) and about any about travel. This will be asked for each visit and must be completed within 24 hours of your appointment.

1. Answer each question to the questionnaire.
2. If there are multiple pages to the questionnaire, click **Continue** to move to the next page.



3. Click **Submit** to save your responses.

It is very important to note that on the day of your appointment, <u>you MUST check in either at the kiosk, at central registration, or at the clinic in which the appointment is taking place</u>, as informed by the clinic or department. There they will validate the information that was entered within your E-Check In to ensure accuracy. <u>Dont forget to bring your Health Card and/or Insurance Documents to your appointment, as staff members will need to see this</u>. A wrist band will be issued once final check-in is completed with staff or at the kiosk.

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