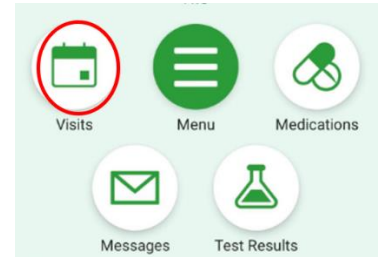


Participating providers allow you to schedule and reschedule appointments using MyChart.

To schedule a future appointment:

- Click the Visits or Appointments Icon on the home workspace.
- Click **Schedule an Appointment**

Depending on the reason for scheduling or type of appointment you choose, you'll be directed to the Schedule an Appointment or Request an Appointment page.



Schedule An Appointment:

When you schedule an appointment, you are making the appointment yourself and do not need to wait to hear back from the clinic.

1. Verify your demographic and insurance information.
2. Choose the location
3. Enter preferred dates and times
4. Pick an appointment from the list of available time slots that works best for you

If an upcoming appointment is eligible for echeck-in, you can take care of tasks such as the following before you arrive:

- Pay visit copays
- Pay pre-payments and balance payments
- Verify or update medications, allergies, and current health issues
- Answer appointment-related questionnaires
- Verify guarantor information

Request an Appointment:

When you send an appointment request, someone from the clinic will contact you to verify the appointment.

1. Enter the provider you want to see
2. Reason for the visit
3. Preferred dates and times
4. Any comments regarding why you are requesting the appointment

Then, someone from the clinic will contact you.

Cancel an Appointment:

Depending on the date and time of your next appointment, you might be able to cancel it through MyChart. From the home workspace go to **Visits** and select the appointment from the list or click **Details**.

1. Click **Cancel**, enter cancellation comments, and click **Confirm Cancellation**.