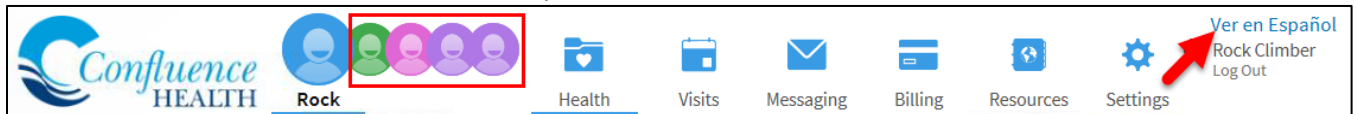


How to Use MyChart

Congratulations on signing up for MyChart! You now have access to your medical records, your care team, and much more. Now that you have signed up, you need to know how to access and navigate MyChart.




Home Page:

1. To access MyChart's log-in page, type <https://mychart.confluencehealth.org/MyChart> in the address bar of your internet browser.
2. Enter the username and password that you selected when signing up for MyChart. If you are unable to login for any reason, contact our Patient Services department at **1-888-499-4801**.
3. The Home Page has buttons across the top to access different activities.
 - a. Circular buttons next to your name are patients that you have Proxy access for.
 - b. Note that the site can also be viewed in Spanish.



4. In the center of your home page, is your notification area as well as your **To Do** events.

You Might Want To...

-  Read your messages. You have 34 new messages.
-  Schedule your Mammogram.
-  Read your letters. You have 1 new letter.

To Do

Overdue health reminders

Mammogram
Overdue

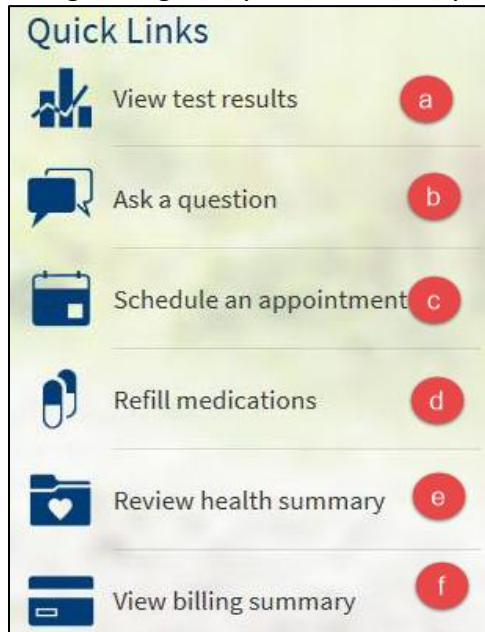
REQUEST APPT

< March 2018 >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Activities:

1. Along the right of your screen are your **Quick Links** to common activities and your Care Team.



- a. Click here to see your test results
- b. Click here to ask your Care Team a question
- c. Click here to schedule an appointment with your Care Team
- d. Click here to ask for a refill
- e. Click here to see your health summary
- f. Click here to see our bill

2. You can also message or request an appointment with a member of your care team by clicking either the envelope or calendar icons below the provider's name.



Click the  for messages

Click the  for appointment requests

3. At the bottom of your screen you'll find new MyChart options.

What's New in MyChart

Tips for Using MyChart

Are you new to using MyChart? To help you get started, we have provided a document that will help you learn to use MyChart.

[MyChart Tip Sheet](#)

Schedule your appointments online through MyChart

You can directly schedule an appointment with your primary care physician in MyChart without assistance from scheduling staff. Just enter a reason for the visit, select your Primary Care Provider (PCP), and date and time preferences for the appointment. You then choose from a list of available appointment slots and schedule your appointment! [Schedule an Appointment](#)

Customer service questions

Do you have a question about a recent bill or your insurance?

[Ask Customer Service](#)

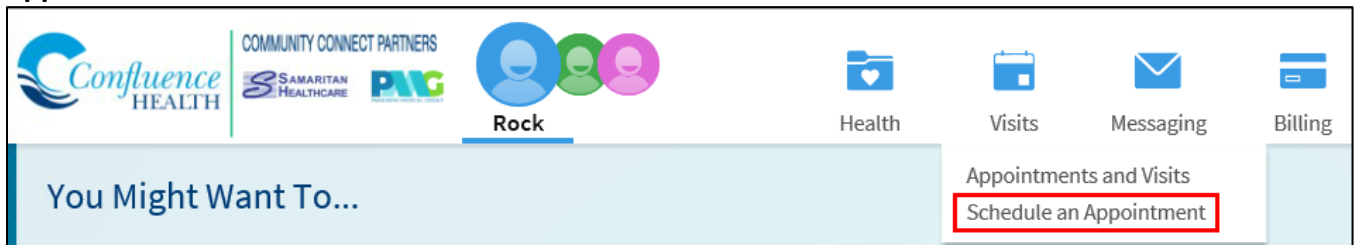
Pay your bill online

Did you know you can pay your bill through MyChart? The Billing Account Summary provides a concise list of your accounts along with bill payment features. Up-to-date payment and balance information appears for any outstanding accounts. You can securely pay bills by credit card from MyChart and view a list of past payments.

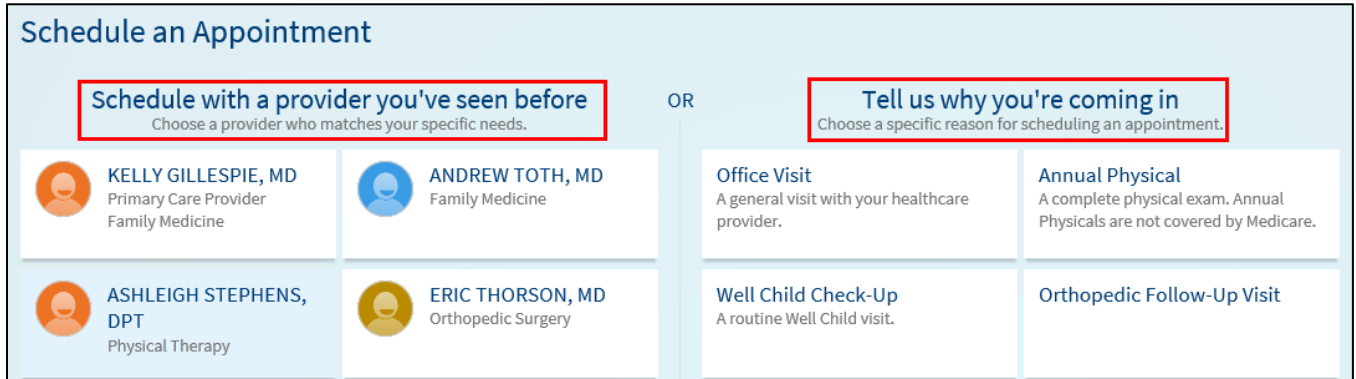
[View Your Account Summary](#)

Schedule an Appointment:

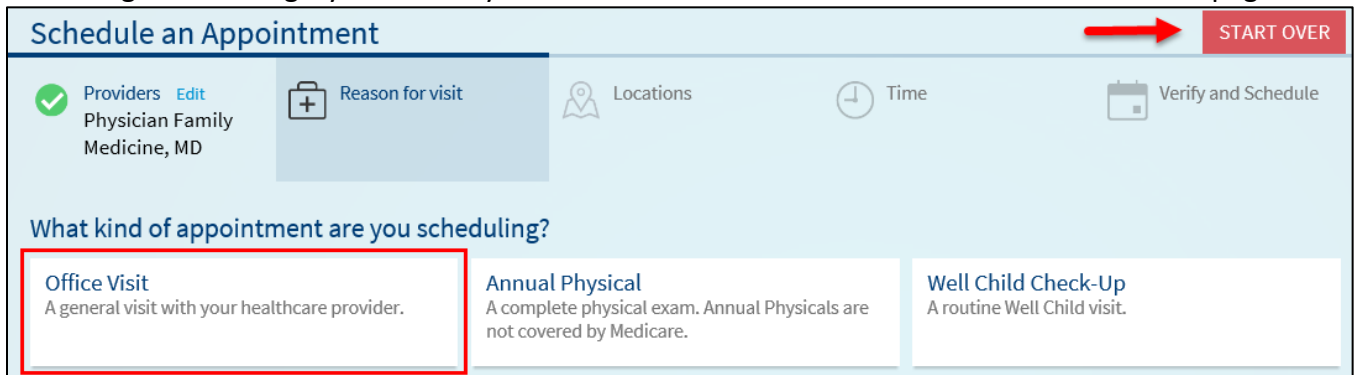
1. Schedule an appointment with a provider. Hover over the **Visits** icon and select **Schedule an Appointment**.



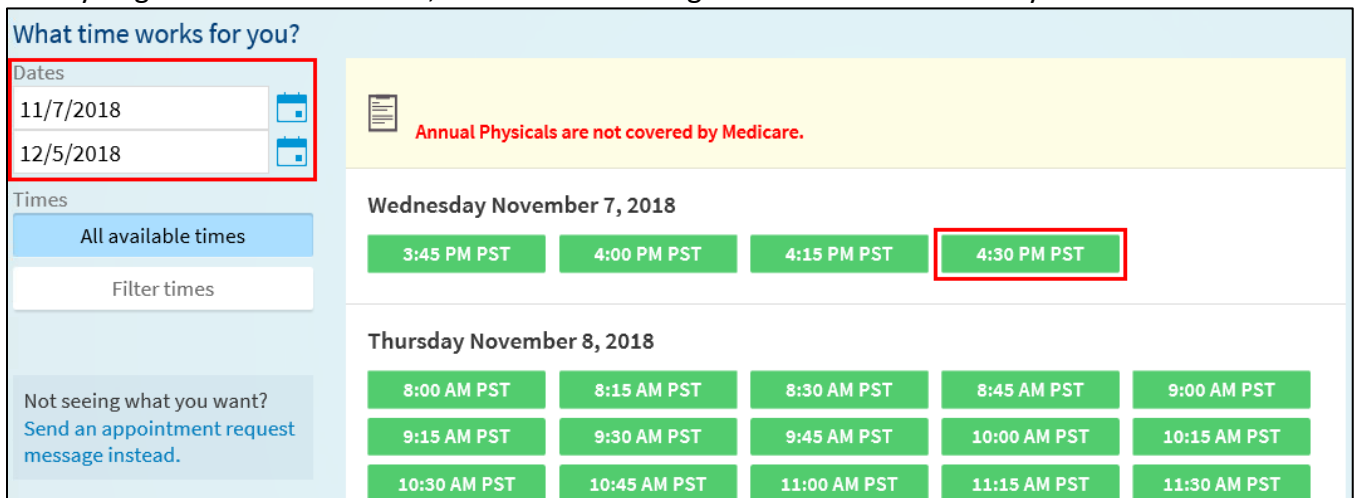
2. Select the provider you wish to schedule with from the list of providers you've seen in the past or choose a specific reason for scheduling an appointment to choose from the department.



3. Go through each category and make your selections. Click **START OVER** to return to the first page.



4. Once you get to the time section, select the date range and time that work for you.



5. An insurance alert will appear if your insurance may not cover the type of appointment you selected. If in doubt, verify with your insurance company.

6. Verify your personal information. Click **EDIT** to change the information or click **THIS INFORMATION IS CORRECT** if there are no changes.

Verify your personal information

Contact Information

123 Easy St
Peshastin WA 98847

509-555-1234
 509-679-1234
 509-555-1255

EDIT

Details About Me

Race
White or Caucasian

Ethnic Background
Not entered

Ethnicity
Not Hispanic or Latino

Language
English

EDIT

THIS INFORMATION IS CORRECT

7. Enter a comment if necessary. To schedule the appointment, click **SCHEDULE**.

Is everything correct?

Annual Physical with Physician Family Medicine, MD

Wednesday November 7, 2018
Arrive by 4:30 PM PST
Starts at 4:30 PM PST (20 minutes)

Wenatchee Family Medicine
820 NORTH CHELAN
WENATCHEE WA 98801

Comments:

Additional details about this visit (required)
Blood pressure follow up

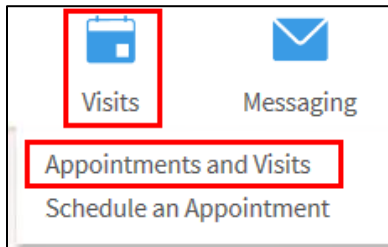
476 of 500 characters remaining

[Department Directions for Wenatchee Family Medicine](#)
The Family Medicine department is located in the Mares Building at 820 North Chelan. Please use the main clinic entrance.

SCHEDULE

Notes:

1. Some providers may elect to share their progress note from your visit with you. You will access these notes with the **Visits** button.
 - a. Hover over **Visits** and select **Appointments and Visits**.



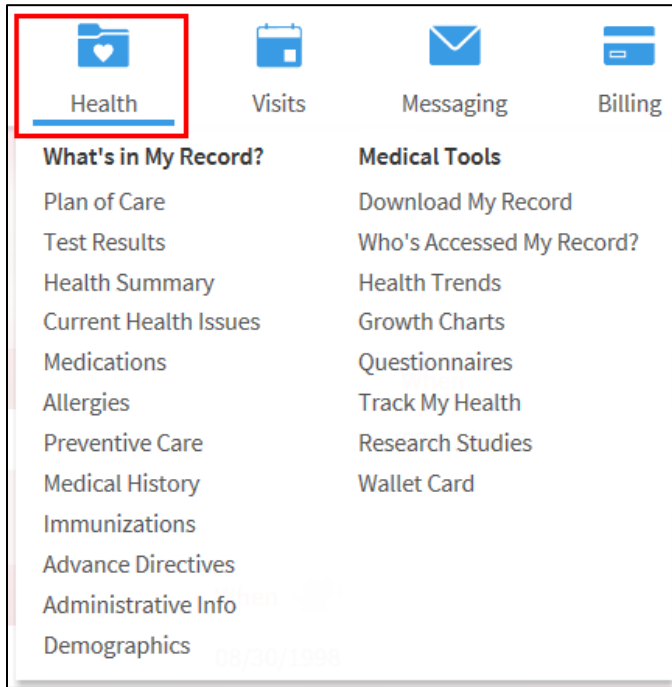
- b. Select the appointment you wish to see details of.

The screenshot displays the 'Appointments and Visits' interface. At the top right is a green button labeled 'SCHEDULE AN APPOINTMENT'. Below the title, there's a 'Show:' filter set to 'Upcoming and Past'. The main content area is divided into two sections: 'Next 7 Days' and 'Last 3 Months'. In the 'Next 7 Days' section, there's a detailed view for 'MAR 1 Thu' showing a 'MyChart Office Visit' with 'JASON SHATTUCK, MD' at '11:05 AM PST (20 minutes)' at 'Wenatchee Family Medicine'. A 'DETAILS' button is present. In the 'Last 3 Months' section, a grid of appointment cards is shown. The card for 'JAN 8 2018' (Office Visit with JASON SHATTUCK, MD) is highlighted with a red rectangular box.

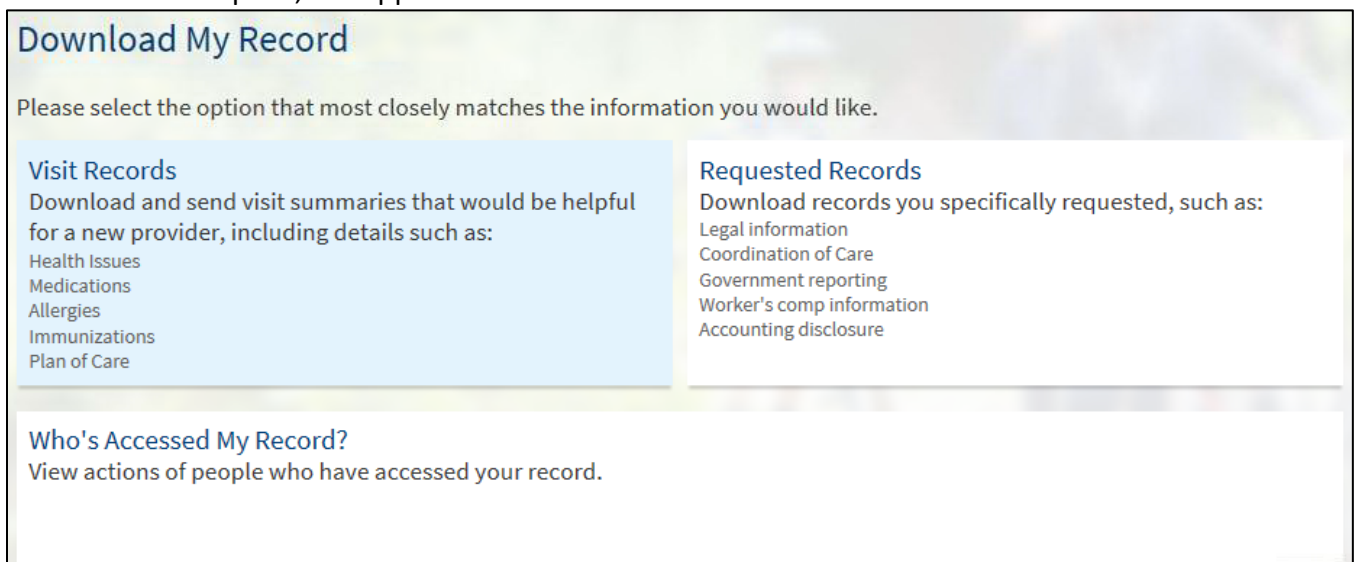
- c. Select either your **Visit Summary** or **Notes**.

The screenshot shows the 'Visit Summary' page. At the top, there are two tabs: 'Visit Summary' and 'Notes'. Red arrows point to both tabs. Below the tabs, the page displays visit information for 'Rock Climber' on '1/8/2018 1:05 PM Office Visit' by 'Jason Shattuck, MD'. It includes a section for 'Today's Medication Changes' with instructions on how to take 'diphenhydramine 12.5 MG/5ML oral liquid'. The page also mentions 'Where to Get Your Medications' and provides a link to 'You can get these medications from any pharmacy'.

2. Under **Health**, you have access to everything from test results to your allergies. **Most – not all – results will now be sent via MyChart and will no longer be sent in the mail.** You will receive an email directing you to check your MyChart for your test results.

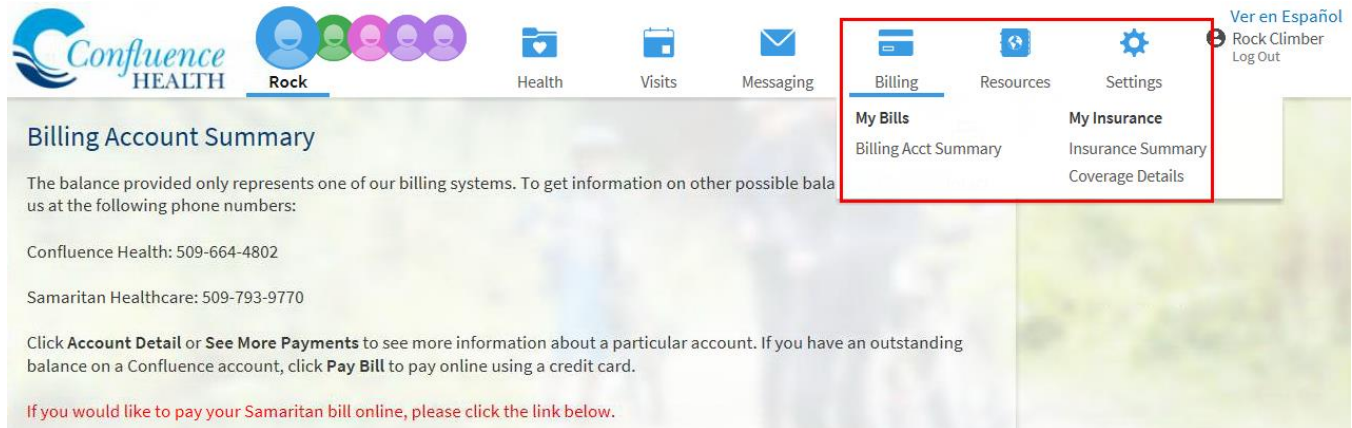


3. If you have requested a copy of your medical records, you can view those by clicking **Download My Record** from the menu listed above. A list of the records you requested, along with the date you submitted the request, will appear.

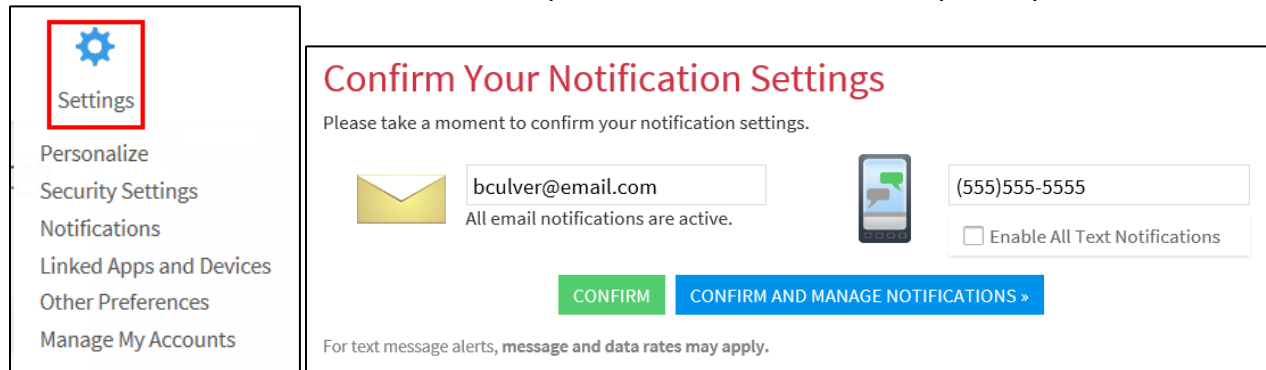


Billing:

- You have access to your account for billing information under the **Billing** button. Here you can pay your bills, see your account summary, and what's been billed to insurance. Details about the insurance coverage that we have loaded in our system for you are also available.



- Under **Settings**, you can access your demographics and preferences. You can also select **Notifications** to enter a new email address and set alerts (i.e. notifications when you have a message or test results). You will receive a notification to **Confirm** your contact information every 90 days.



- Again, congratulations on signing up for MyChart! Remember, if you have any questions please contact our Patient Services department at 1-888-499-4801.