

HOW TO ADJUST COMMUNICATION PREFERENCES IN MYCHART

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Within Phelps Health MyChart you are able to adjust how you receive messages and which types of messages you receive.

Visit mychart.phelpshealth.org or use the mobile app to get started.

You can adjust your communication preferences in MyChart by following these steps:

1. Sign into your account.
2. Navigate to the “Your Menu” icon in the upper left-hand corner and click on the button.  Your Menu
3. The menu will open. Scroll to the bottom and select “Communication Preferences” or type “Communication Preferences” into the search bar at the top.



4. The “Communication Preferences” page will show several options: : Appointments, Messages, Health, Billing, Questionnaires, Account Management and Telehealth. You can turn on these different communication types off or on by clicking the icons on the right.



5. When you are finished, click “Save changes” at the bottom of the page.
 - For more advanced communication settings, click the “down” arrow next to the topic to view more options. 
 - On the right-hand side of the page, you are able to opt out of all text messages by using the quick link “opting out of all text notifications.”

Opt out of text messages
Occasionally we may also send you text notifications for other important updates. You can block these by [opting out of all text notifications](#).

Apply to all records I can access

Save changes