

# HOW TO COMPLETE THE ECHECK-IN PROCESS IN MYCHART

*Use eCheck-In to save time when you arrive at your healthcare provider's clinic.*

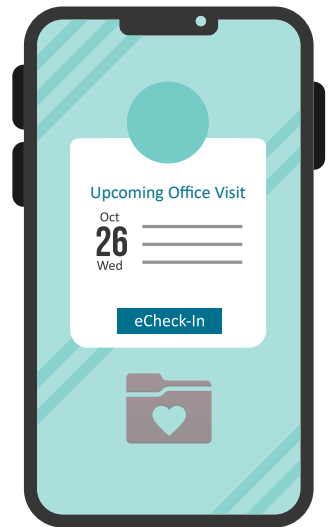
With MyChart, you can complete the check-in process for your upcoming appointment from your home, work or wherever you're located. The eCheck-In process allows you to quickly verify your medical and insurance information, respond to questionnaires and more.

You should receive an eCheck-In notification 2 days before your appointment.

If you don't complete the eCheck-in that day, another reminder will be sent the day before your scheduled visit.

**Follow the instructions below to complete the eCheck-In process in MyChart:**

1. Sign in to your Phelps Health MyChart account on your mobile phone, computer or tablet.
2. Find your upcoming appointment and select the eCheck-In button. **(Please note: eCheck-In is not available at all Phelps Health clinics, so this button may not be shown for your appointment.)**
3. Verify your primary care provider. Select **Yes, that's my PCP.**
4. Make sure your emergency contacts are up to date. Select **Next.**
5. Double check your insurance coverage. Select **Next.**
6. If you have a copay or outstanding balance due, you can pay at this time. Select **Next.**
7. Verify your current medications and which pharmacy you use. Select **Next.**
8. Review your allergies. Select **Next.**
9. Add any relevant travel history. Report any recent trips you've taken outside of Missouri or the United States. Select **Next.**
10. Verify your current health issues. Select **Next.**
11. Complete your questionnaires, which will vary based on the type of patient and provider, reason for your visit and your insurance coverage. Select **Continue.** At the end of each questionnaire, you will be given a chance to review your answers. Select **Submit.**



**You have completed the eCheck-In process.** Once you have arrived to your healthcare provider's office, please go to the front desk to let the Registration staff know you are there. (In some cases, staff may have additional questions or forms for you.)

*If you have questions about Phelps Health MyChart, email [mychart@phelpshealth.org](mailto:mychart@phelpshealth.org) or call (573) 458-7550.*