

DID YOU KNOW?

WITH MYCHART, YOU CAN DO THE FOLLOWING:

Schedule Appointments and Get Reminders

Schedule an appointment yourself or request to have your healthcare provider contact you. View details and get reminders about future appointments, including instructions and driving directions.

Get on the Wait List

Add yourself to the wait list to be notified if an earlier appointment time becomes available.

Test Results

Receive timely notification of results for tests you have had done and view past test results.

Check In Before You Arrive

Complete the check-in process from home to save time when you arrive at the clinic. Pay visit copays, verify your medical and insurance information, respond to questionnaires and electronically sign documents.

Request Prescription Refills

If you are running low on your prescription, request a refill. You will receive a notification in MyChart when your new prescription or refill request has been approved and sent to your pharmacy.

Message Your Healthcare Provider

Send a message to ask your doctor for medical advice and receive care recommendations.

Pay Your Bill

You can view billing statements for your clinic visits or hospital admissions and make a secure payment from the convenience of home using your bank account or credit card.



Learn how to use
MyChart by scanning
the QR code

If you have questions about Phelps Health MyChart, email mychart@phelpshealth.org or call our MyChart Patient Support Line at (573) 458-7550.



Phelps Health
MyChart

HOW TO SIGN UP FOR MYCHART

MyChart® is a registered trademark of Epic Systems Corporation

Access MyChart using any device with an internet connection or download the mobile app.

→ **Visit mychart.phelpshealth.org to get started.**

You will receive an **activation code**. This code can be found on the following:

- Your After Visit Summary
- A letter from Phelps Health
- An email or text message after your visit

REQUEST AN ACTIVATION CODE IF YOU DO NOT HAVE ONE

If you were not issued an activation code, call your primary care clinic, ask your patient services representative or nurse, or ask to sign up during your next office visit.

You can request an activation code online by following these steps:

1. On the MyChart login screen on the MyChart website or mobile app, click Sign Up Now.
2. Click Sign Up Online.
3. Click Match Yourself with Our Records or Verify with a Third Party to supply personal verification items, such as the last four digits of your Social Security number and your date of birth, and have an activation code sent to your email address or cell phone.

USING YOUR ACTIVATION CODE TO SIGN UP

1. From the MyChart login screen on the MyChart website or MyChart mobile app, select Sign Up Now.
2. Enter your activation code and other personal verification items, such as the last four digits of your Social Security number and your date of birth. Select Next.
3. On the next page, choose the following:
 - MyChart username. Please note: your username cannot be changed at any time.
 - Password. Your password must be different from your MyChart username.
 - Security question. This question is used in case you forget your MyChart password. The answer you enter cannot include your MyChart password.



Phelps Health

PHELPSHEALTH.ORG

