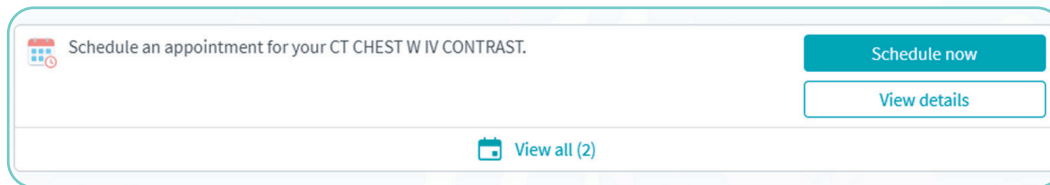


## SCHEDULING AN APPOINTMENT FROM A SCHEDULING TICKET

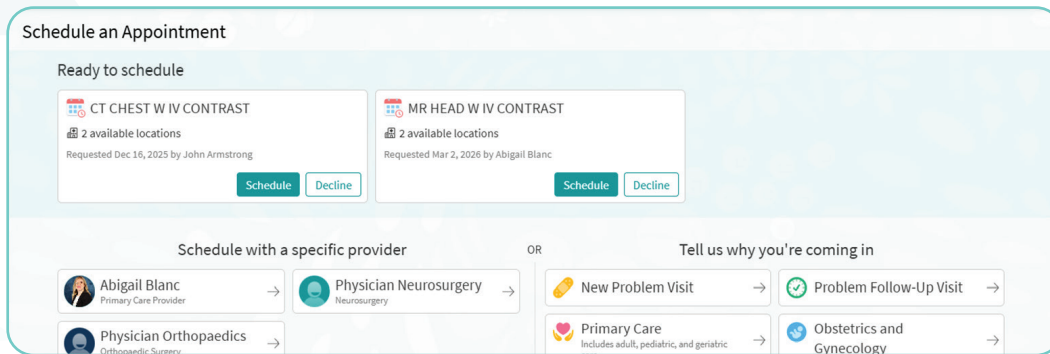
If your physician or provider orders a visit or test for you—such as imaging, lab work or a follow-up appointment—you may receive a scheduling ticket in MyChart. This ticket makes it easy to schedule the correct appointment at a time that works for you.

### Get started

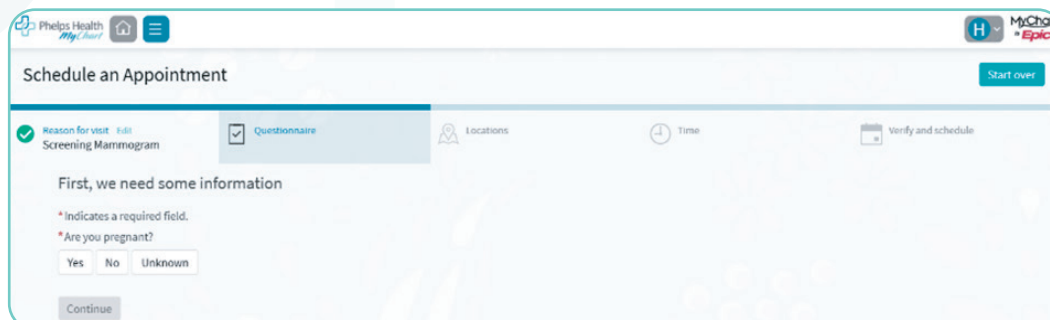
1. Log in to your Phelps Health MyChart account.
2. If your provider has sent you a scheduling ticket, you will see a message on your homepage.
3. Click **Schedule Now**.



4. This will open the “Schedule an Appointment” page, where all active scheduling tickets will appear at the top.



5. You may be asked a few questions regarding the visit. Please answer these questions as accurately as possible to ensure the safest care possible. Then click **Continue**.



## Choose your appointment

### 6. Choose a location.

The screenshot shows the 'Schedule an Appointment' interface. The 'Reason for visit' is 'Screening Mammogram'. The 'Locations' step is active, showing a search for locations near '123 Phelps Health Way'. Three options are listed: 'Any location near home', 'Phelps Health Hospital' (1.1 miles from home), and 'Phelps Health Waynesville Medical Plaza' (26.1 miles from home). The 'Phelps Health Hospital' option is selected with a checkmark. A 'Continue' button is visible at the bottom left, with the text '1 location selected' next to it.

### 7. Select the time that works best for you.

The screenshot shows the 'Schedule an Appointment' interface. The 'Time' step is active, showing a search for times at 'Phelps Health Hospital' on 'Monday April 20, 2026'. A grid of time slots is displayed: 7:45 AM, 8:45 AM, 9:45 AM, 10:45 AM, 11:00 AM, 11:15 AM, 3:15 PM, 3:30 PM, 4:00 PM, and 4:30 PM. The 3:30 PM slot is highlighted. A 'Search Criteria' panel on the right shows 'Locations: Phelps Health Hospital' and 'Start search on 04/17/2026'. A 'Refine Search' section has 'All available times' and 'Filter times' buttons.

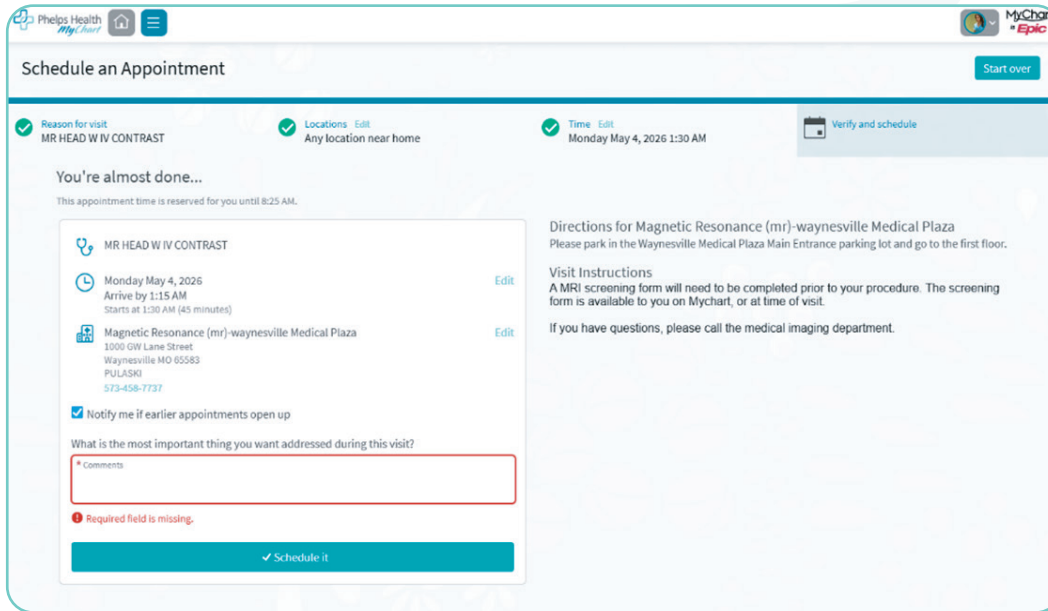
## Confirm your appointment

### 8. Review your appointment details. You may be asked to verify your insurance.

### 9. Click **This information is correct**.

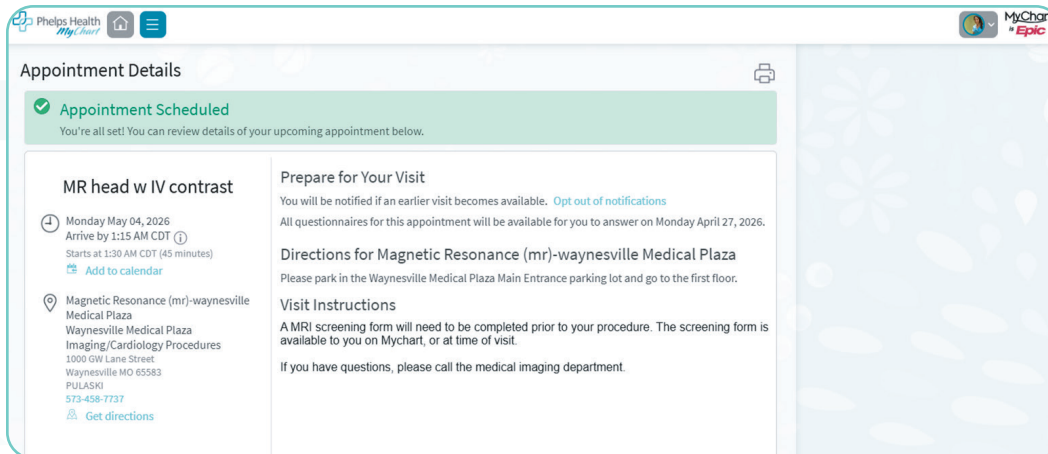
The screenshot shows the 'Schedule an Appointment' interface. The 'Verify and schedule' step is active, showing a confirmation message: 'This appointment time is reserved for you until 10:41 AM.' Below this, there are two sections for verification: 'Contact Information' and 'Details About Me'. The 'Contact Information' section shows the address '123 Phelps Health Way, Rolla MO 65401, PHELPS' and contact methods: 'Email: srictor@phelpshealth.org' and 'Mobile: 573-578-1904 (preferred)'. The 'Details About Me' section shows 'Preferred first name: -', 'Race: White', 'Ethnicity: Not Hispanic, Latino/a, or Spanish origin', and 'Preferred language: English'. Both sections have an 'Edit' button. At the bottom left, there is a 'This information is correct' button.

10. The comments box is a required field. Type the reason for your appointment in the box.
11. Click **Schedule it** to confirm and schedule your appointment.



Your appointment is now scheduled, and you should see this screen.

*Please note: Some appointments require scheduling by phone. If prompted, please call (573) 458-7737 to complete your request.*



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