MyChart eCheck-in
Frequently Asked Questions

Q: How do I eCheck-in and sign consents?
A: Once signed into myChart follow the steps below for eCheck-in.

*Please note: You may eCheck-in up to 5 days prior to the day of the appointment.*

1. From the myChart Welcome screen, click the green eCheck-In button next to the scheduled appointment.
2. **Sign Consents:**
   a. Click **Review and Sign** for each consent, the consent will open for review and signature.

![Sign Documents](image)

b. Enter your full name.

c. Indicate your relationship to patient.

d. Signature box will **not be enabled** until steps 2b-c are completed. Once enabled, click on the signature box and your signature will be generated by the system.

![Privacy Notification](image)
e. Once all documents have been signed, click Next to proceed to the next step.

3. Verify Personal Information:

a. Click Edit to update your demographic info.
b. After review, click the checkbox next to 'This information is correct' to confirm the demographic info.
c. Click Next to proceed to the next step. Please note: if step 3b is not completed, you may not proceed to next step.
d. Click Finish Later to exit the eCheck-In process.
4. Verify Insurance Info:

- Click **Update coverage** to review or edit the patient’s insurance coverage.
- Click **Remove coverage** if you wish to remove coverage.
- Click **Add Insurance Card Photos** to upload the patient’s insurance card.
- Click **Add A Coverage** to add an additional coverage and proceed to step 5 for further instructions.
- Click the checkbox next to **This information is correct** to confirm the patient’s insurance information or if you do not have an insurance coverage. Upon completion of this step the **Next** button will be enabled and turn green.
- Step 3e is required. If you wish to exit eCheck-In before completing 3e, click **Finish Later**. You may return to the previous page by clicking **Back**.

**Please note: any edits completed in steps 3a-d are sent to hospital staff for further review. Upon their review, staff will finalize the requested changes.**
5. Adding a Coverage:

   a. From the drop-down menu and select ‘Other’
   b. Complete all the required information (labeled with a red asterisk), upload insurance card (if available), and click Submit.
      o Note: The Submit button will be not be available until all required information is provided.
c. The added coverage will appear under ‘Pending Review’ until hospital staff finalize review of the new coverage. If no additional coverage needs to be added, confirm verification by clicking ‘This information is correct’ and click Next.

6. Complete Questionnaires:
   a. If there is no photo ID on file or if the photo ID on file has expired, you will be prompted to upload Driver’s License. If you are unable to upload photo ID, click No and then click Continue, otherwise click Yes and follow the instructions to upload photo.

   b. Depending on the reason for visit, you may be presented with a series of questionnaires to complete. You will need to answer each question and click Continue. Upon completion of the questionnaire(s), you will have the opportunity to review your answers and will then click Submit to finalize questionnaire(s).
7. eCheck-in Complete:
   a. Confirmation of eCheck-In will appear, you can print the barcode to scan at the hospital kiosk if the patient is attending appointment in person.

   ![eCheck-in Complete (Pinscher)](image)

   - North Follow Up Visit with Amy Lynn McIntosh
     - Wednesday March 17, 2021 3:00 PM CDT
     - Sports Medicine Clinic Frisco
     - 5700 Dallas Parkway
     - Frisco TX 75034
     - 469-515-7100

   b. You will also see the eCheck-In completed status from the myChart Welcome screen:

   ![MyChart](image)

   - Appointments and Visits (Pinscher)
     - Upcoming Visits
       - North Follow Up Visit with Amy Lynn McIntosh
         - Starts at 3:00 PM CDT
         - Sports Medicine Clinic Frisco
         - 5700 Dallas Parkway
         - Frisco TX 75034
         - 469-515-7100