



MySRH eCheck-in

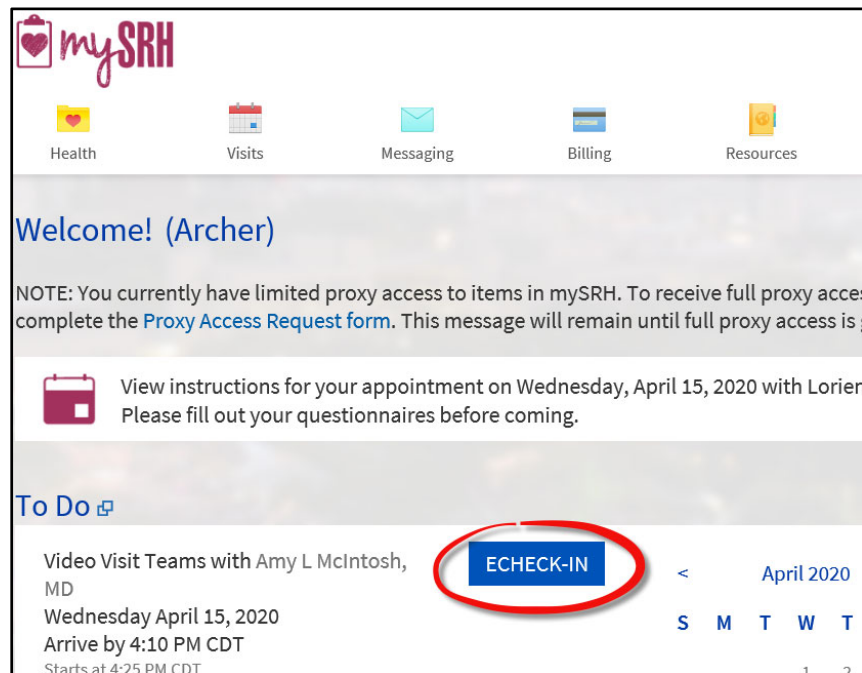
Frequently Asked Questions

Q: How do I eCheck-in and sign consents?

A: Once signed into mySRH 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 To Do section of the mySRH Welcome screen click the blue ECHECK-IN button next to the scheduled appointment.
2. Sign Consents:



SCOTTISH RITE



- Click **Review and Sign** for each consent, the consent will open for review and signature.
- Enter your full name.
- Indicate your relationship to patient.
- 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.
- Once all documents have been signed, click Next to proceed to the next step.

EID: MySRH
Revised: 6/9/2020






2 of 9

SCOTTISH RITE



Please review and address the following documents.

MyChart Proxy Access ✓ Signed on 4/15/2020 	Electronic ✓ Signed
Consent to Treatment ✓ Signed on 4/15/2020 	Privacy N ✓ Signed
Financial Agreement ✓ Signed on 4/15/2020 	Assignm ✓ Signed

Once this step is completed, documents will be submitted for clinic review.

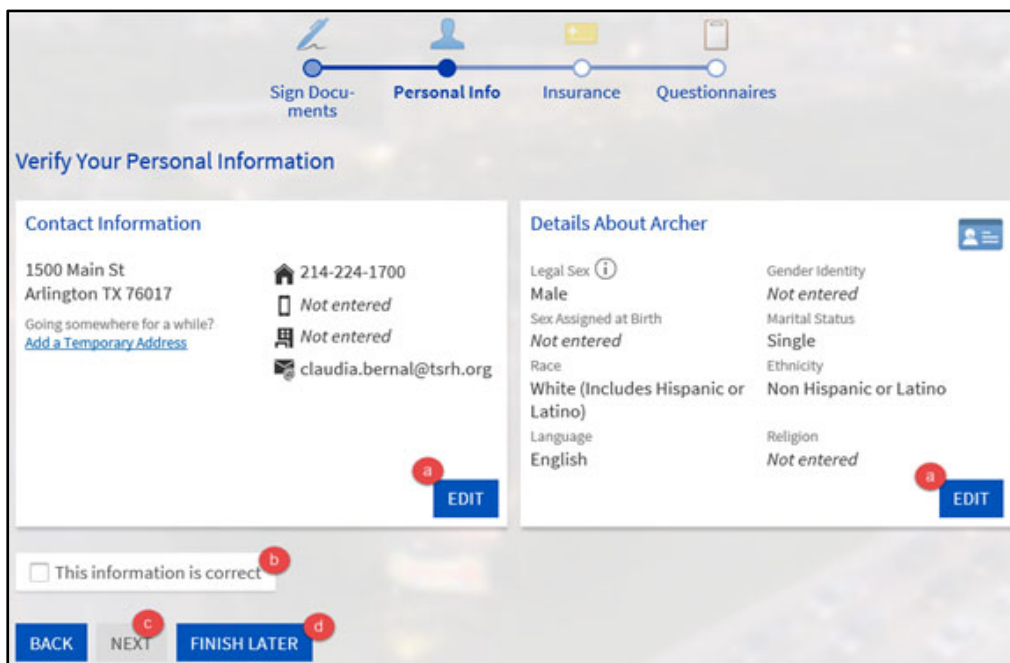
NEXT **FINISH LATER**

EID: MySRH
Revised: 6/9/2020



3 of 9

3. Verify Personal Information:



Sign Documents | **Personal Info** | Insurance | Questionnaires

Verify Your Personal Information

Contact Information	Details About Archer
1500 Main St Arlington TX 76017 Going somewhere for a while? Add a Temporary Address	Legal Sex ⁱ Male Sex Assigned at Birth Not entered Race White (Includes Hispanic or Latino) Language English
214-224-1700 Not entered Not entered claudia.bernal@tsrh.org	Gender Identity Not entered Marital Status Single Ethnicity Non Hispanic or Latino Religion Not entered
<input type="checkbox"/> This information is correct	
BACK	NEXT
FINISH LATER	

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



4. Verify Insurance Info:

The screenshot shows a web form titled "Insurance on File" for "Aetna Commercial Aetna Open Choice Ppo". The form contains the following fields and buttons:

- Subscriber Name: Aberdeen, Archerdad
- Subscriber Number: W123456789
- Member Number: (empty)
- Buttons: "Update coverage" (a), "Remove coverage" (b)
- Checkbox: "This information is correct" (e)
- Buttons at the bottom: "BACK", "NEXT", "FINISH LATER" (f)
- Callout box (c): "ADD INSURANCE CARD PHOTOS" with instructions: "Uploading images of your card now will help speed up the check-in process for your next visit."
- Callout box (d): "+ ADD A COVERAGE"

- 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.**



SCOTTISH RITE



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.



SCOTTISH RITE



- 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**.

Insurance on File

Aetna Commercial
Aetna Choice Pos li

Subscriber

Remove coverage

Pending Review

Amerigroup	Added
Subscriber Name Aberdeen, Archer	Subscriber Number 78451239

This information is correct

BACK NEXT FINISH LATER

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.

Sign Documents Personal Info Insurance Questionnaires

Drivers License upload

For an upcoming appointment with Heather M Richard, PsyD on 5/22/2020

Are you able to upload a photo or copy of your driver's license?
¿Puede usted subir de su teléfono, computador o tableta una fotografía o una copia de su licencia de manejar?

Yes No

CONTINUE FINISH LATER CANCEL





- 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).

The screenshot shows a patient portal interface. At the top, there is a progress bar with four steps: 'Sign Documents', 'Personal Info', 'Insurance', and 'Questionnaires'. The 'Questionnaires' step is currently active. Below the progress bar, the title is 'Follow up visit: History of Present Illness'. Underneath, it says 'For an upcoming appointment with Amy L McIntosh, MD on 5/22/2020'. The question is 'How is the problem or condition changing over time?'. There are six radio button options: 'unchanged', 'resolved', 'gradually improving', 'rapidly improving', 'gradually worsening', and 'rapidly worsening'. A seventh option, 'waxing and waning', is located below the others. At the bottom of the form, there are three buttons: 'CONTINUE' (green), 'FINISH LATER' (blue), and 'CANCEL' (red).

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.

The screenshot shows a confirmation screen titled 'eCheck-In Complete (Archer)'. It has a green header. The main text says 'Thanks for Using eCheck-In!' and 'The information you've submitted is now on file. Scan this barcode at the check-in kiosk when you arrive to save time. You can use the mySRH app or a printed barcode.' To the right is a QR code. Below the QR code is the number '1000010003387'. There are two buttons: 'PRINT YOUR BARCODE' (green) and 'BACK TO APPOINTMENT DETAILS' (blue). Below this, there is a section for 'Video Visit Teams with Amy L McIntosh, MD'. It includes a clock icon, the date 'Wednesday April 15, 2020', 'Arrive by 4:10 PM CDT', and 'Starts at 4:25 PM CDT'. There is also an 'Add to Calendar' button. To the right, there is a location pin icon, the name 'Blue Clinic', and the address '2222 Welborn St, Dallas TX 75219, 214-559-5000'.



SCOTTISH RITE



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

