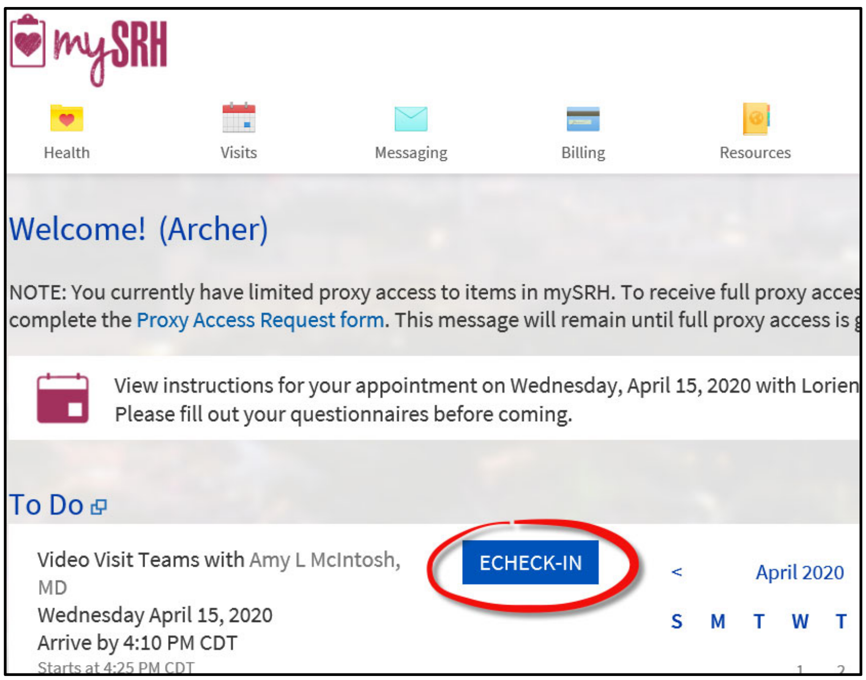
MySRH eCheck-in

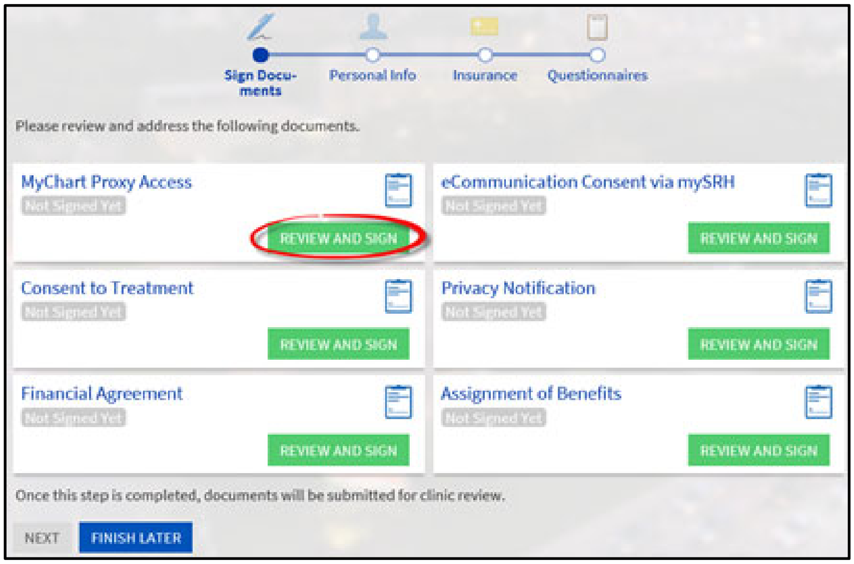
Frequently Asked Questions

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

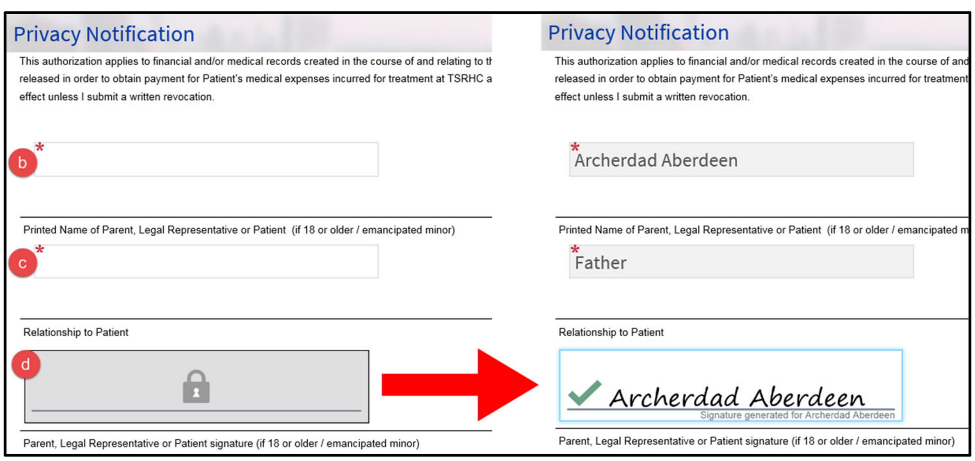
Please note: You may eCheck-in up to 5 days prior to the day of the appointment.

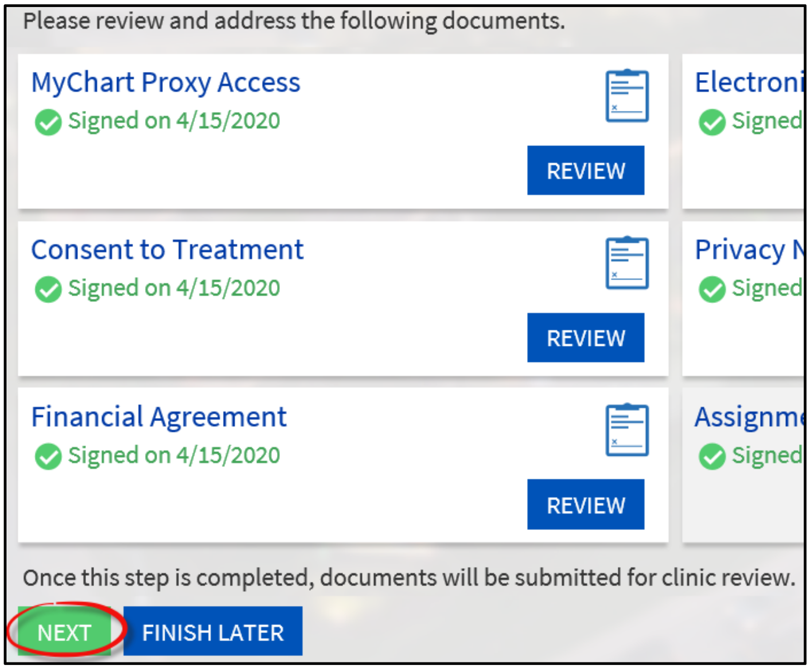
1. **From the To Do section of the mySRH Welcome screen click the blue ECHECK-IN button next to the scheduled appointment.**
2. **Sign Consents:**





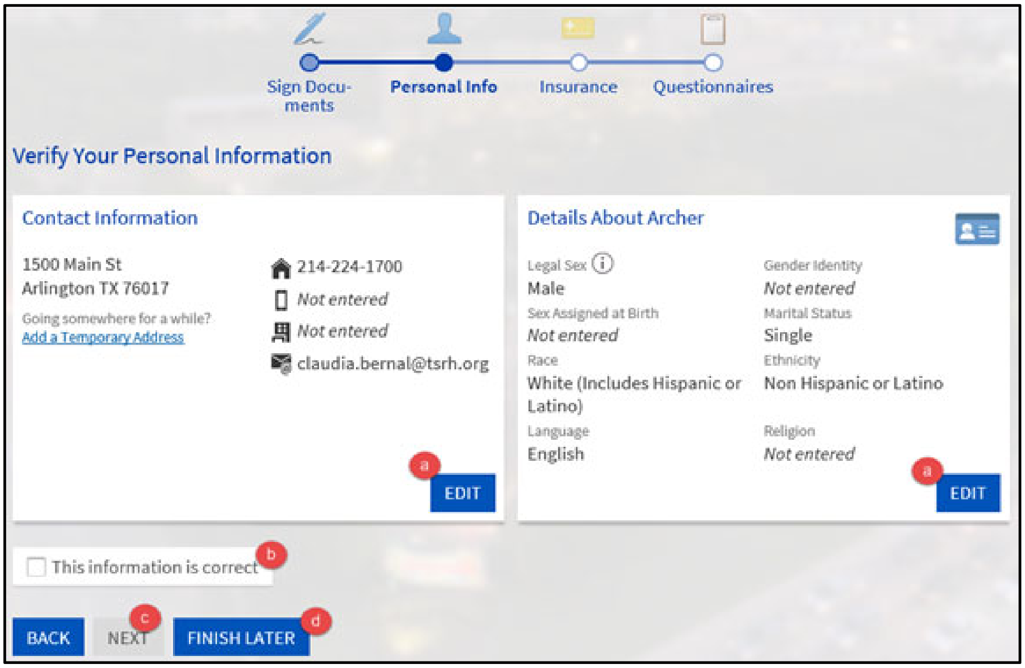
a. Click **Review and Sign** for each consent, the consent will open for review and signature.
b. Enter your full name.
c. Indicate your relationship to patient.
d. Signature box will **<u>not be enabled</u>** until steps 2b-c are completed. Once enabled, click on the signature box and your signature will be generated by the system.
e. Once all documents have been signed, click Next to proceed to the next step.




Please review and address the following documents.
MyChart Proxy Access
Signed on 4/15/2020
REVIEW
Electroni
Signed
Consent to Treatment
Signed on 4/15/2020
REVIEW
Privacy N
Signed
Financial Agreement
Signed on 4/15/2020
REVIEW
Assignme
Signed
Once this step is completed, documents will be submitted for clinic review.
NEXT
FINISH LATER

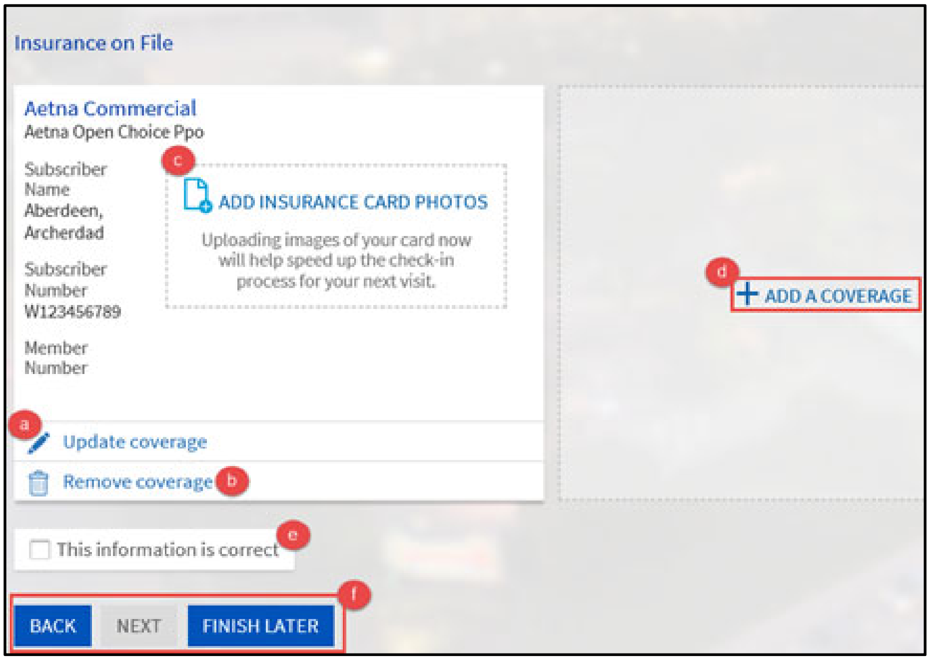
SCOTTISH RITE FOR CHILDREN®

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 <u>not completed</u>, you may not proceed to next step.**
d. Click **Finish Later** to exit the eCheck-In process.

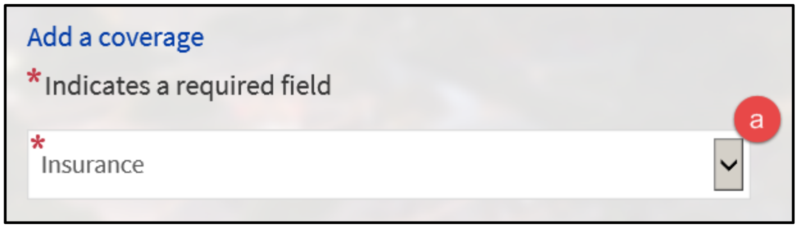
4. Verify Insurance Info:



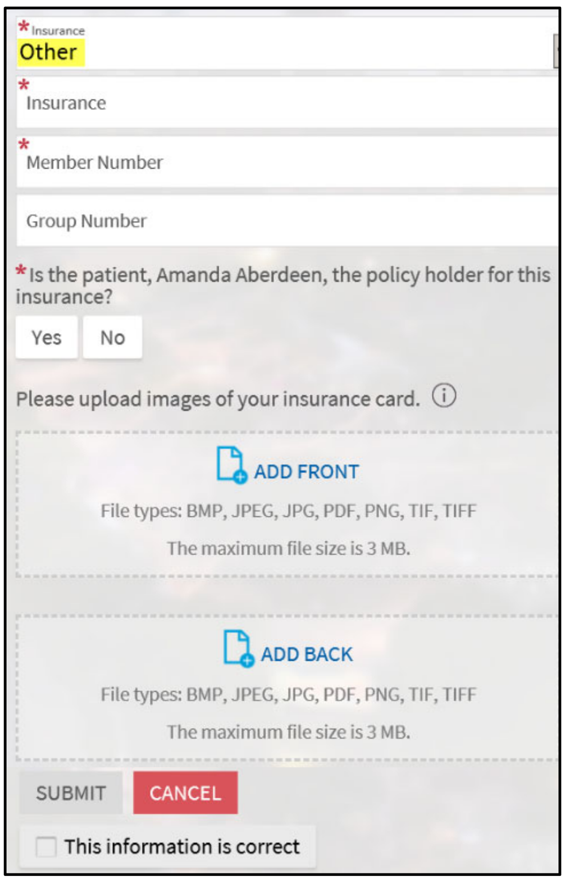
a. Click **Update coverage** to review or edit the patient's insurance coverage.
b. Click **Remove coverage** if you wish to remove coverage.
c. Click **Add Insurance Card Photos** to upload the patient's insurance card
d. Click **Add A Coverage** to add an additional coverage and proceed to step 5 for further instructions.
e. 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**.
f. 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.

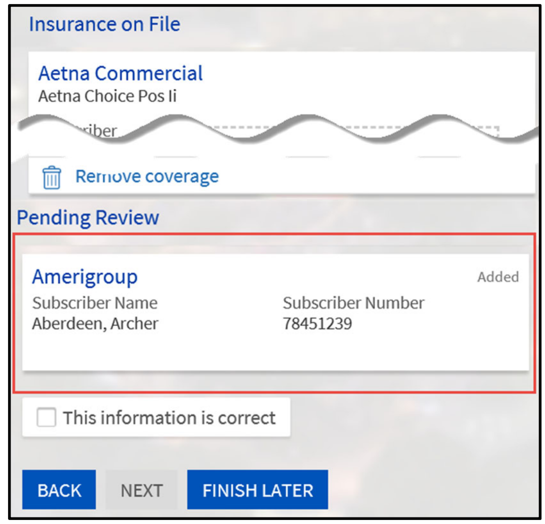
5. **Adding a Coverage:**



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**.
   - Note: The **Submit** button will be not be available until all required information is provided.

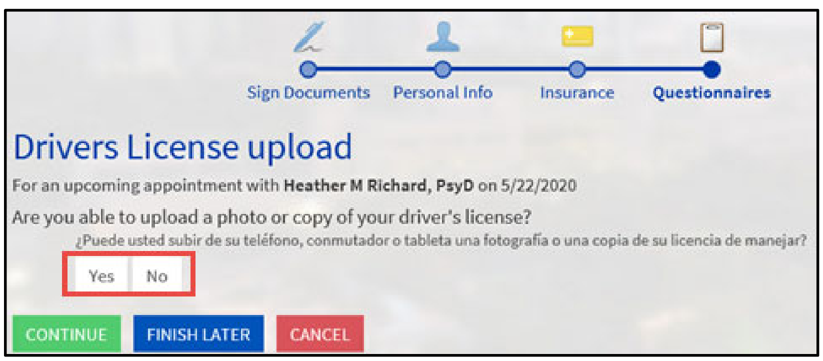


c. The added coverage will appear under '**Pending Review**' until hospital staff finalize review of the new coverage. If no additional coverage needs to be added, confirm verification by clicking '**This information is correct**' and click **Next.**

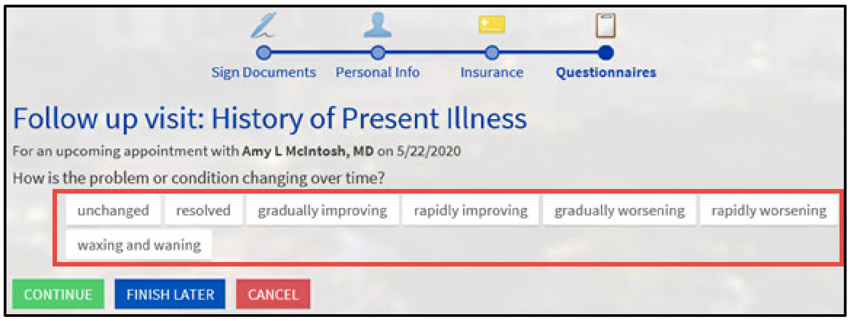


6. Complete Questionnaires:

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.

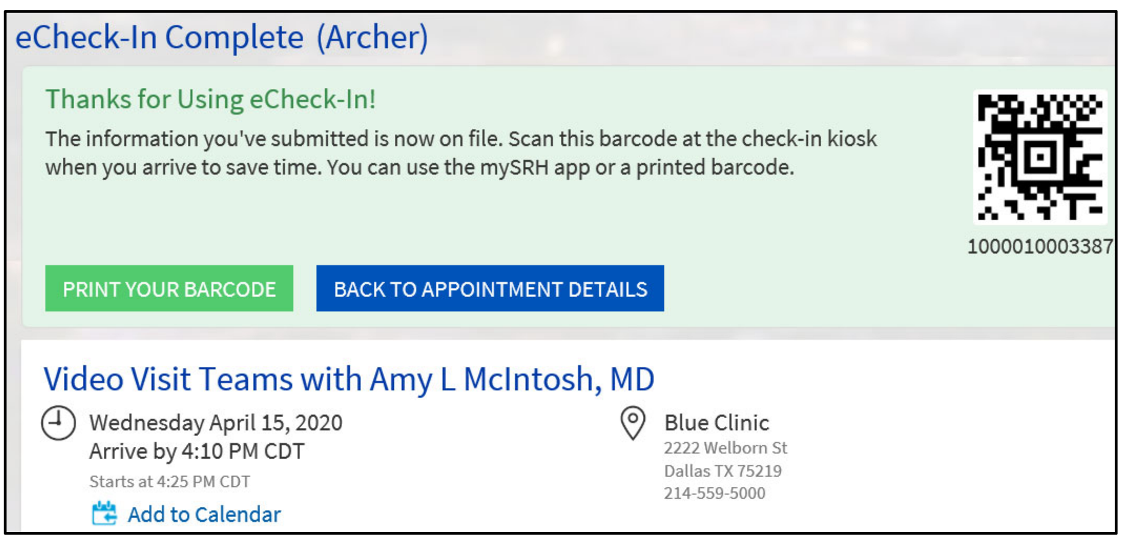


b. Depending on the reason for visit, you may be presented with a series of questionnaires to complete. You will need to answer each question and click **Continue**. Upon completion of the questionnaire(s), you will have the opportunity to review your answers and will then click **Submit** to finalize 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.



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