COVID Vaccine MyChart Scheduling without an Order

This guide should be used to help patients who do not have an existing order, but would like to schedule a COVID Vaccine appointment using their UI Health MyChart account.

MyChart COVID Appointment Scheduling

1. Log into your MyChart account.
2. From the Your Menu activity tab, click “Visits”.

3. This will open to the “Appointments and Visits” window. Click, “Schedule an appointment”.

4. This will open to the “Schedule an Appointment” window. Click on the “COVID-19 Vaccine” option.

5. From the “Reason for Visit” window, answer the “Have you tested positive for COVID-19 within the past 21 days? Click, “Continue”.
   NOTE: If the answer to the question is “Yes”, this message will appear.
6. Proceed with answering the questions.
7. Select the “date” and “time” that works for you.
8. Once the “date” and “time” are selected, the system will automatically direct users to the “Verify and Schedule” section. If you would like to select another date and time, click on “Start Over” located in the top right hand side of the screen.

Note: In the “Before scheduling” section, check the “Joining the wait list” box if you wish to be alerted to a sooner appointment if one becomes available.

9. Click “Schedule”. This will open to the Appointment Scheduled confirmation window.