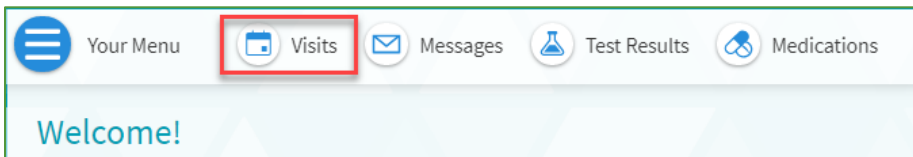


COVID Vaccine MyChart Scheduling without an Order

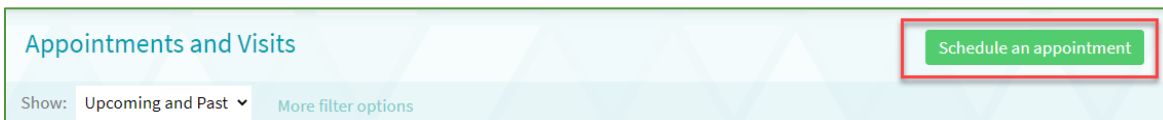
This guide should be used to help patients who do not have an existing order, but would like to schedule a COVID Vaccine appointment using their UI Health MyChart account .

MyChart COVID Appointment Scheduling

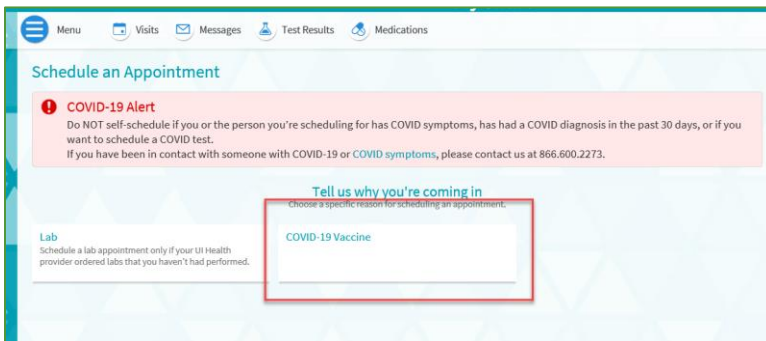
1. Log into your MyChart account.
2. From the Your Menu activity tab, click **“Visits”**.



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

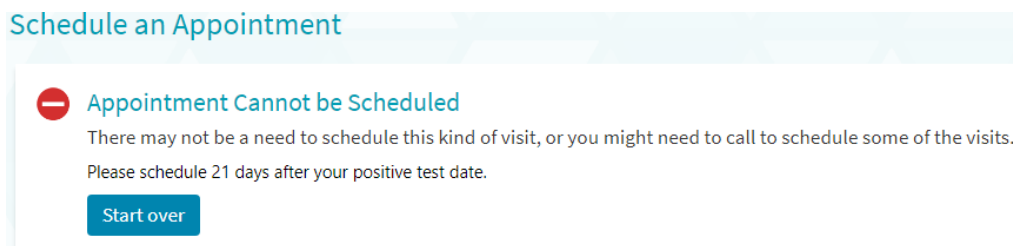


4. This will open to the **“Schedule an Appointment”** window. Click on the **“COVID-19 Vaccine”** option.

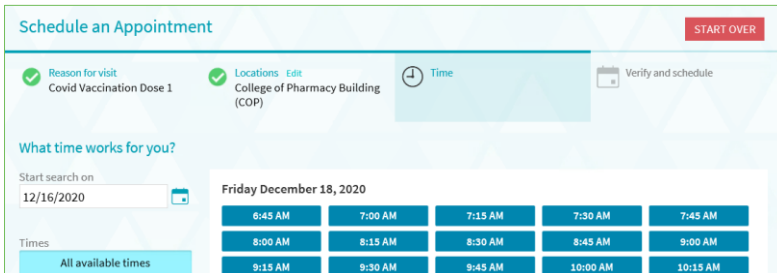


5. From the **“Reason for Visit”** window, answer the **“Have you tested positive for COVID-19 within the past 21 days?”** Click, **“Continue”**.

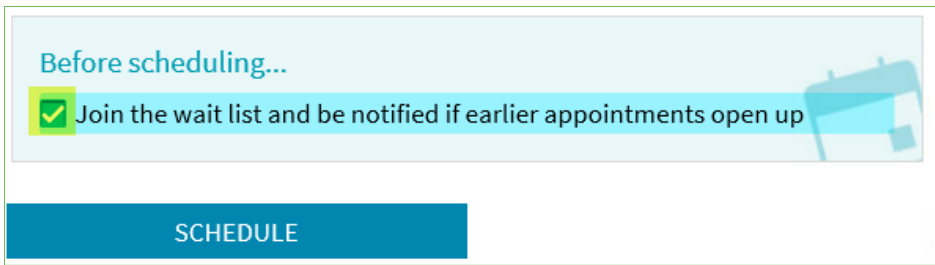
NOTE: *If the answer to the question is “Yes”, this message will appear.*



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 conformation window.