

Family Health Clinic

Setting an Appointment in MyChart

Step-by-Step Guide

If you are required to complete a PHP, you will receive communication with a link to MyChart; where you can schedule your PHP appointment.

- 1 Once you have logged in to your MyChart account, click **Make an appointment. We have sent you a new scheduling ticket.**



2 From the next screen, click **SCHEDULE NOW**

MYCHART **Carrie**

[Messaging](#) [Visits](#) [Health](#) [Billing](#) [Health Plan](#) [Profile](#) **Carrie Coolness** [Log Out](#)

Schedule an Appointment

[START OVER](#)

Appointments you need to schedule

Nurse Visit
With Arup Employee Hlth Ma, RN
Schedule before **2** [SCHEDULE NOW](#)
1/30/2020

[BACK TO THE HOME PAGE](#)

If you have a medical emergency, seek immediate care. Do not use online scheduling.

Many primary care clinics now offer same day and next day appointments online.

Don't See What You Need?

Click "Find a new provider" below to search all specialties and services available for online scheduling.

Related Links

[Find a new provider](#)

This takes you to the **Schedule an Appointment** screen.

- 3 From this screen, select an appointment slot from those listed in green.

MYCHART Carrie

Messaging Visits Health Billing Health Plan Profile

Carrie Coolness Log Out

Schedule an Appointment

START OVER

Reason for visit: Nurse Visit ✓
Providers: Arup Employee Hlth Ma, RN ✓
Locations: ARUP ✓

Time: [Clock icon] Verify and schedule [Calendar icon]

What time works for you?

Start search on: 1/2/2020 [Calendar icon]

Times:
 All available times
 Filter times

Thursday January 2, 2020

2:15 PM	2:30 PM	2:45 PM
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Friday January 3, 2020

6:00 AM	6:20 AM	6:40 AM	7:00 AM	7:20 AM
7:40 AM	8:20 AM	8:40 AM	9:00 AM	9:20 AM
9:40 AM	1:00 PM	1:45 PM	2:00 PM	2:20 PM
2:40 PM	3:00 PM	3:20 PM	3:40 PM	4:00 PM

Saturday January 4, 2020

10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM
11:15 AM	11:30 AM	11:45 AM	12:45 PM	1:00 PM
1:15 PM	1:30 PM	1:45 PM	2:00 PM	

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Don't See What You Need?
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Related Links

- Find a new provider
- Find care now

4

From the next screen, MyChart gives you the chance to review and confirm your personal information. Once your personal information is accurate, click **THIS INFORMATION IS CORRECT**

MYCHART Carrie

Messaging Visits Health Billing Health Plan Profile Carrie Coolness Log Out

Schedule an Appointment [START OVER](#)

Reason for visit: Nurse Visit ✓ Providers: Arup Employee Hlth Ma, RN ✓ Locations: ARUP ✓ Time: Friday January 3, 2020 6:40 AM ✓ [Verify and schedule](#)

Verify your personal information

Contact Information

123 FAKE ST.
SALT LAKE UT 84108

(801) 801-8011
(802) 801-8022
(803) 803-8033
CarrieOnMyWaywardSon@gmail.com

[EDIT](#)

Details About Me

Preferred First Name: *Not entered*
Gender Identity: *Not entered*
Marital Status: *Not entered*

Legal Sex: Female
Sexual Orientation: *Not entered*
Religion: *Not entered*

[EDIT](#)

THIS INFORMATION IS CORRECT

[BACK TO THE HOME PAGE](#)

If you have a medical emergency, seek immediate care. Do not use online scheduling.
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Related Links

[Find a new provider](#)

[Find care now](#)

4

- 5 On this next screen, MyChart gives you the opportunity to review your insurance information. Once you have confirmed the information is accurate, click **THIS INFORMATION IS CORRECT**:

The screenshot displays the MyChart interface for Carrie Coolness. At the top, there are navigation icons for Messaging, Visits, Health, Billing, Health Plan, and Profile. The main heading is "Schedule an Appointment" with a "START OVER" button. Below this, a progress bar shows four steps: "Reason for visit" (Nurse Visit), "Providers" (Arup Employee Hlth Ma, RN), "Locations" (ARUP), and "Time" (Friday January 3, 2020 6:40 AM), all marked with green checkmarks. The fifth step, "Verify and schedule", is highlighted in pink. Under "Verify your insurance", the "Insurance on File" section shows details for "U OF U HEALTH PLANS ARUP PPO", including the subscriber name "Coolness, Carrie", subscriber number "10987654321", and group number "1234567890". There are buttons for "Update coverage" and "Remove coverage". A dashed box contains a "+ ADD A COVERAGE" button. At the bottom, a pink button labeled "THIS INFORMATION IS CORRECT" is highlighted, and a "BACK TO THE HOME PAGE" button is also visible. On the right side, there is a sidebar with a medical emergency warning, a "Don't See What You Need?" section with a "Find a new provider" link, and a "Related Links" section with a "Find care now" link.

5

- 6 On this next screen, type in **PHP Appointment** in the “Briefly describe . . .” box. The ticket you received is *exclusively* for PHP appointments.
- 7 Then, click **SCHEDULE**

MYCHART Carrie Coolness Log Out

Messaging Visits Health Billing Health Plan Profile

Schedule an Appointment

START OVER

Reason for visit: Nurse Visit ✓
Providers: Arup Employee Hlth Ma, RN ✓
Locations: ARUP ✓
Time: Friday January 3, 2020 6:40 AM ✓

Verify and schedule

You're almost done!

Nurse Visit with Arup Employee Hlth Ma, RN

Friday January 3, 2020
Arrive by 6:30 AM
Starts at 6:40 AM

ARUP HEALTH AND WELLNESS
565 Komas Dr
Salt Lake City UT 84108
801-584-5144

Briefly describe what you would like to have addressed during your appointment:

6 PHP Appointment

Before scheduling...
 Join the wait list and be notified if earlier appointments open up

7 SCHEDULE

BACK TO THE HOME PAGE

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Related Links
Find a new provider
Find care now

This is the confirmation screen.

8 Click the CONFIRM APPOINTMENT button. You have successfully scheduled your PHP appointment!

MYCHART Carrie

Messaging Visits Health Billing Health Plan Profile Carrie Coolness Log Out

Appointment Scheduled

Nurse Visit with Nurse Arup Employee Hlth M
Friday January 03, 2020 6:40 AM MST
Add to Calendar
Want an earlier time? [Get on the Wait List](#)

ARUP HEALTH AND WELLNESS
565 Komas Dr
Salt Lake City UT 84108
801-584-5144

Nurse Arup Employee Hlth M

Save time at the clinic by completing the following tasks in MyChart:

- Sign Documents
- Make Payments
- Verify Medications
- Verify Allergies
- Verify Health Issues
- Complete Appointment Questionnaires

UPDATE INFORMATION

If you need to cancel an appointment, please help us to serve you and our other patients by giving us as much advance notice as possible.

CANCEL

Confirm your appointment now to let clinic staff know you do not need to receive a reminder call.

8 CONFIRM APPOINTMENT

BACK TO VISITS LIST PAGE

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	