



# Patient Access Service Communication Bulletin

Issued March 28, 2019

## MyChart Signup

Follow the steps below to assist a patient in the signup for MyChart.

From the Interactive Face Sheet, you will be able to view if the patient has previously signed up for MyChart. In the patient header you will see Inactive listed if the patient has not yet signed up.

Sex: 63-year old / Male  
8/1956

MRN: 3400568  
Pref Language: English  
Transplants: None  
CSN: 3022769948  
Room and Bed: 09019 1

Admit Dt: 03/18/2...  
Disch Dt: None  
Exp Disch Date: 0...  
Infection: None  
Isolation: None

Attending: LATORRE, J  
Private: No  
POP: No Pop  
**MyChart: Inactive**

Double Click on the words MyChart Inactive and the box shown below will appear.

MyChart Signup

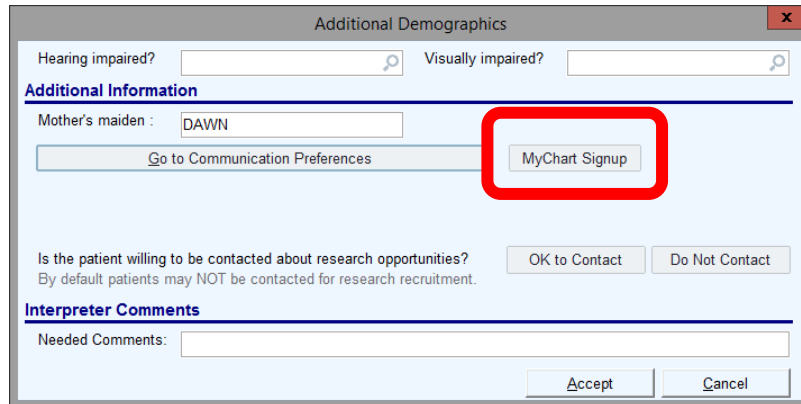
How would this patient like to receive MyChart signup information?

Send Email | Print Letter | Ask Later

For signup follow the steps listed below:

- 1) Click on **Additional Demographics**

- 2) Under Additional Information click on the **MyChart Signup** box.



The screenshot shows a window titled "Additional Demographics" with a close button (X) in the top right corner. The window contains several sections:

- At the top, there are two input fields: "Hearing impaired?" and "Visually impaired?", each with a magnifying glass icon.
- Below that is a section titled "Additional Information" with a blue underline.
- Under "Additional Information", there is a text input field for "Mother's maiden :" containing the text "DAWN".
- Below the text input field are two buttons: "Go to Communication Preferences" and "MyChart Signup". The "MyChart Signup" button is highlighted with a red rectangular box.
- Below the buttons is a question: "Is the patient willing to be contacted about research opportunities?" with a sub-note: "By default patients may NOT be contacted for research recruitment." There are two buttons: "OK to Contact" and "Do Not Contact".
- Below that is a section titled "Interpreter Comments" with a blue underline.
- Under "Interpreter Comments", there is a text input field for "Needed Comments:".
- At the bottom right of the window are two buttons: "Accept" and "Cancel".

- 3) Under MyChart Administration you will see **MyChart Email Signup, Launch MyChart Signup** and **Proxy Access Administration**.
- 4) MyChart Email Signup will send activation information to an email address.  
**Note:** Resending activation information will invalidate all previously sent links.
- 5) Launch MyChart Signup will launch the application.
- 6) Proxy Access Administration will allow the patient to appoint people who can access their chart or assign billing access for Guarantors for MyChart Billing Access for the patient's account.