

Epic Version: 2020

User(s) Affected: All Epic Users

Application: MyChart

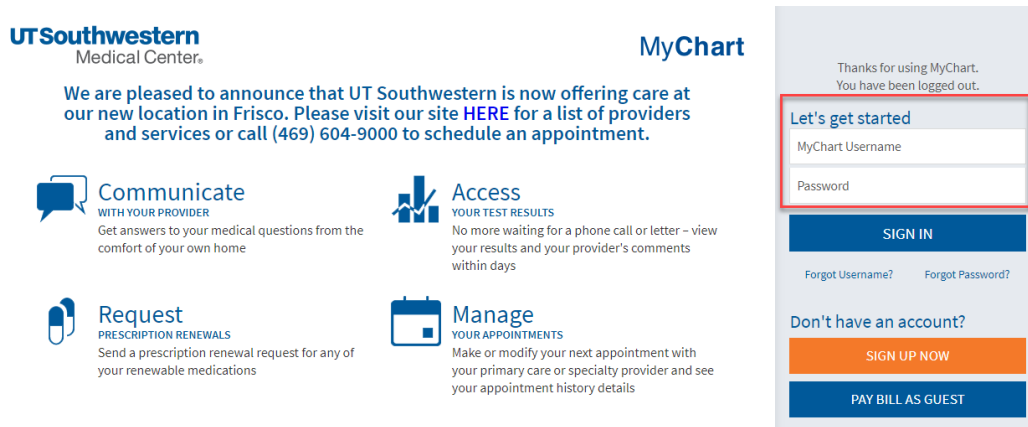
Date in Effect: 12/14/2020

Topic: How to Schedule a COVID-19 Vaccination Appointment via MyChart

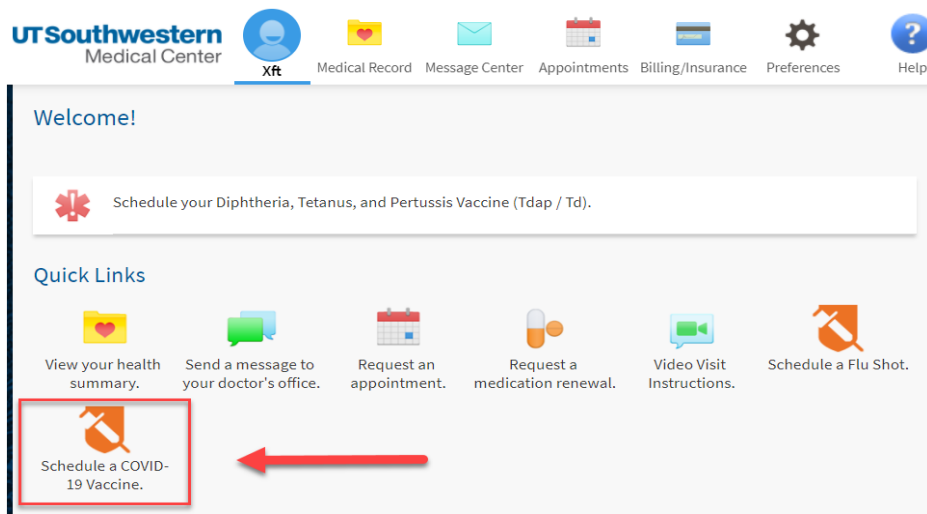
Description: This tip sheet is a guide on how to schedule a COVID-19 vaccination appointment at UT Southwestern Medical Center.

Once you have registered for a UT Southwestern MyChart account, you will be notified via a MyChart message when you become eligible to schedule an appointment to receive the COVID-19 vaccination.

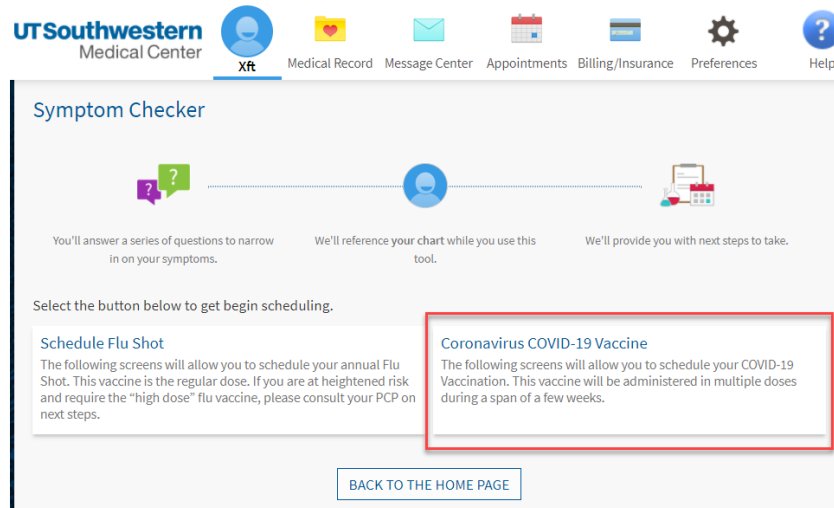
1. Log-in to your UT Southwestern MyChart account using your personal username and password:



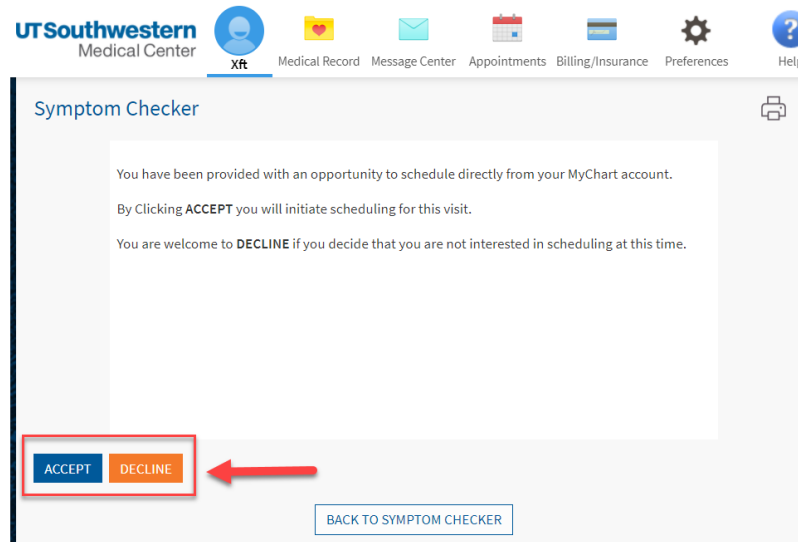
2. Once logged in, you will see and select an icon titled, 'Schedule a COVID-19 Vaccine' located under the Quick Links:



3. The next step will be to choose the **Coronavirus COVID-19 Vaccine** button to begin the scheduling process:



4. You will be given the opportunity to schedule the appointment directly from your MyChart account. You can choose to **ACCEPT**, to continue the scheduling process, or you can choose to **DECLINE**, if you do not want the vaccine at this time:



5. If you choose to accept the vaccination, you will need to select one of the following:

Please select one of the following:

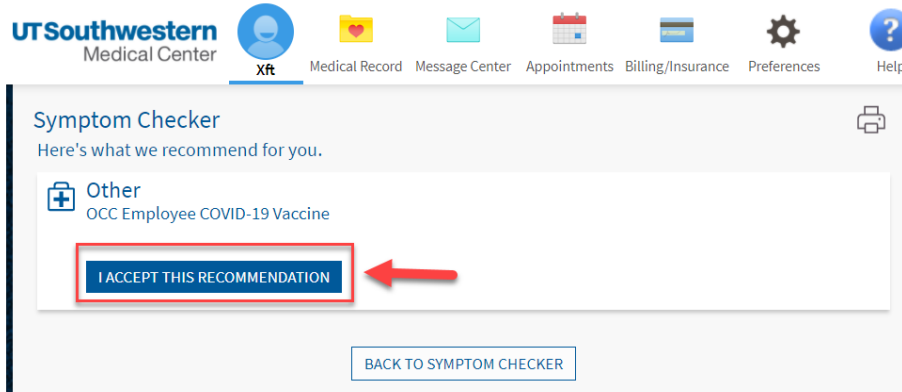
I AGREE to receive the COVID-19 vaccination.

I ALREADY RECEIVED the COVID-19 vaccination and I can provide documentation.

I DECLINE the COVID-19 vaccination. I AM DEFERRING the COVID-19 vaccination at this time.

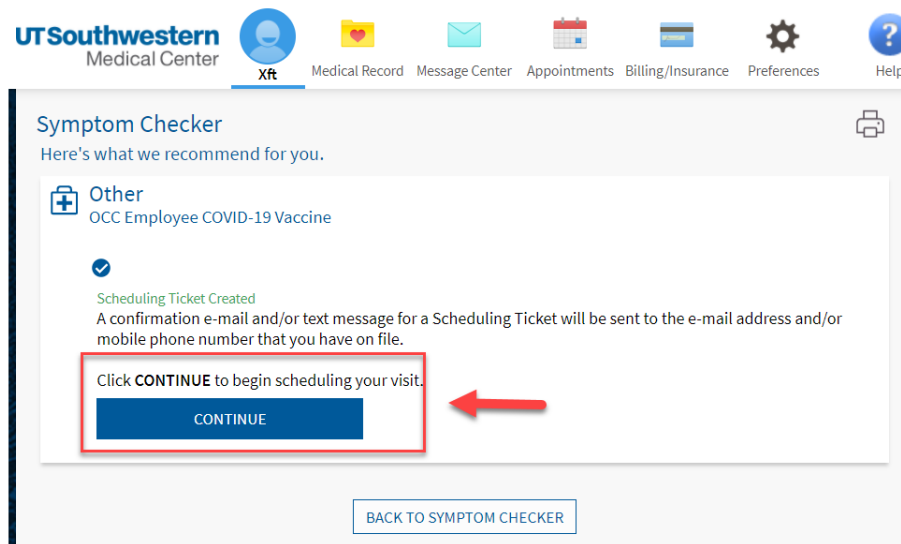
6. Select the option to **AGREE to receive the COVID-19 vaccination**, and then **CONTINUE**.

7. Click on **I ACCEPT THIS RECOMMENDATION** button:



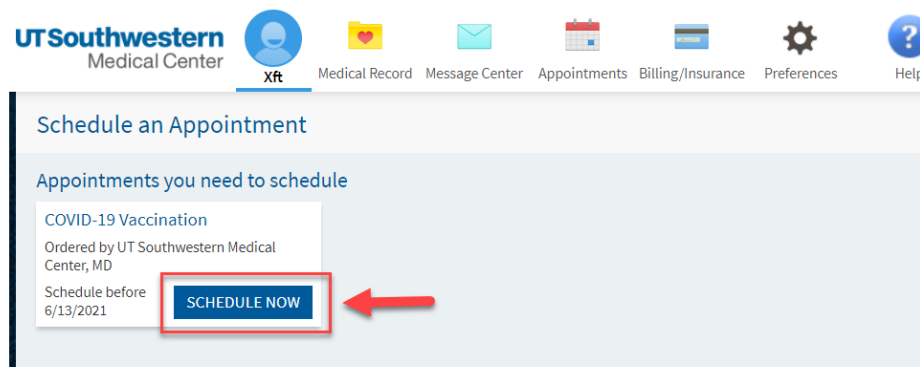
The screenshot shows the MyChart interface for a user named 'Xft' at UT Southwestern Medical Center. The navigation bar includes Medical Record, Message Center, Appointments, Billing/Insurance, Preferences, and Help. The main content area is titled 'Symptom Checker' and displays a recommendation for 'Other OCC Employee COVID-19 Vaccine'. A blue button labeled 'I ACCEPT THIS RECOMMENDATION' is highlighted with a red rectangular box, and a red arrow points to it from the right. Below this button is a 'BACK TO SYMPTOM CHECKER' button.

8. Once accepted, a scheduling ticket will be created and you can continue to schedule your vaccination appointment:



The screenshot shows the MyChart interface after the recommendation has been accepted. The 'Symptom Checker' section now displays a confirmation message: 'Scheduling Ticket Created. A confirmation e-mail and/or text message for a Scheduling Ticket will be sent to the e-mail address and/or mobile phone number that you have on file.' Below the message, a blue button labeled 'CONTINUE' is highlighted with a red rectangular box, and a red arrow points to it from the right. A 'BACK TO SYMPTOM CHECKER' button is visible at the bottom.

9. Click on **SCHEDULE NOW** to continue the appointment scheduling process:



The screenshot shows the 'Schedule an Appointment' page in MyChart. Under the heading 'Appointments you need to schedule', there is a card for 'COVID-19 Vaccination'. The card details include 'Ordered by UT Southwestern Medical Center, MD' and 'Schedule before 6/13/2021'. A blue button labeled 'SCHEDULE NOW' is highlighted with a red rectangular box, and a red arrow points to it from the right.

10. The next screen will give you available appointment times, along with the location of the vaccination location:

UTSouthwestern Medical Center

Xft Medical Record Message Center Appointments Billing/Insurance Preferences Help

Schedule an Appointment START OVER

Reason for visit: COVID-19 Vaccination

Locations: COVID VACCINE - CLEMENTS UNIVERSITY HOSPITAL, EDUCATION CENTER

Time: [Clock icon]

Verify and schedule

What time works for you?

Start search on: 12/14/2020

Times: All available times, Filter times

Monday December 14, 2020

10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM
10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM
11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM
11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM
11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM
12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM

- Select a date
- Select a time

What time works for you?

Start search on: 12/14/2020

Times: All available times, Filter times

Monday December 14, 2020

10:05 AM	10:10 AM	10:15 AM	10:20 AM	10:25 AM
10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM
11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM
11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM
11:50 AM	11:55 AM	12:00 PM	12:05 PM	12:10 PM
12:15 PM	12:20 PM	12:25 PM	12:30 PM	12:35 PM

11. You will be given a chance to review the selected date and time, along with a comment section to enter any other concerns regarding the upcoming appointment. When ready to schedule, click on the blue **SCHEDULE** button:

UTSouthwestern Medical Center

Xft Medical Record Message Center Appointments Billing/Insurance Preferences Help

Schedule an Appointment START OVER

Reason for visit: COVID-19 Vaccination

Locations: COVID VACCINE - CLEMENTS UNIVERSITY HOSPITAL, EDUCATION CENTER

Time: Monday December 14, 2020 12:00 PM

Verify and schedule

Is everything correct?

COVID-19 Vaccination

Monday December 14, 2020 12:00 PM

COVID VACCINE - CLEMENTS UNIVERSITY HOSPITAL, EDUCATION CENTER 214-645-5300

* Please let us know any other comments or concerns that you have regarding your upcoming visit.

Visit Instructions

SCHEDULE

12. You now have a scheduled appointment to receive the COVID-19 vaccination:

UTSouthwestern
Medical Center

Xft Medical Record Message Center Appointments Billing/Insurance Preferences Help

Appointment Details

Appointment Scheduled
You're all set! You can review details of your upcoming appointment below.

Pfizer 1st Dose

Monday December 14, 2020
12:00 PM CST
Add to Calendar

COVID VACCINE - CLEMENTS UNIVERSITY HOSPITAL, EDUCATION CENTER
214-645-5300

Get ready for your visit!

CONFIRM **a**
Let staff know you don't need a reminder call.

PRE CHECK-IN **b**
Save time by completing Pre Check-In ahead of time.

Visit Instructions

- a. You may **CONFIRM** your appointment at this time.
- b. You can also complete your **PRE CHECK-IN**.

13. Your appointment is confirmed:

UTSouthwestern
Medical Center

Xft Medical Record Message Center Appointments Billing/Insurance Preferences Help

Appointment Details

Appointment Scheduled
You're all set! You can review details of your upcoming appointment below.

Pfizer 1st Dose

Monday December 14, 2020
12:00 PM CST
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COVID VACCINE - CLEMENTS UNIVERSITY HOSPITAL, EDUCATION CENTER
214-645-5300

Get ready for your visit!

You've confirmed this appointment!

PRE CHECK-IN
Save time by completing Pre Check-In ahead of time.

Visit Instructions