

# Checking in for Your Appointment Using MyChart



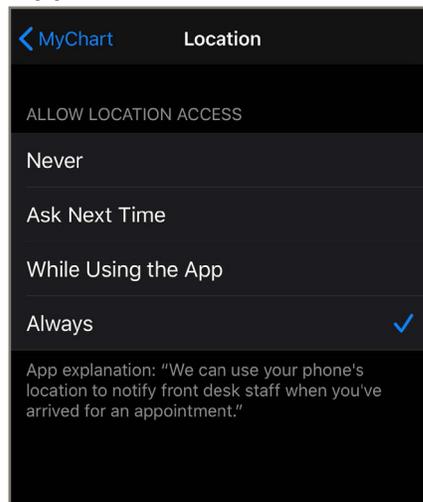
AT THE FOREFRONT  
**UChicago  
Medicine**

This guide will introduce you to the eCheck-In and Hello Patient features available through MyChart and how to use them for your appointments.

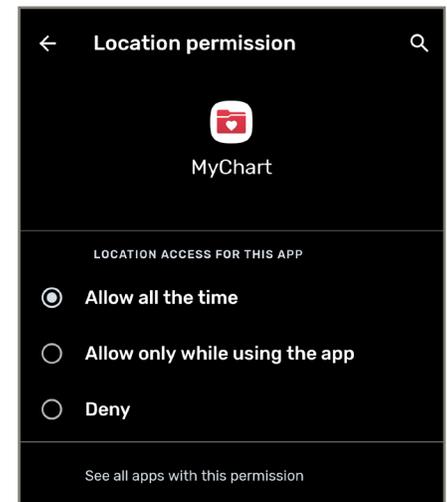
By using eCheck-In and Hello Patient, you can save time by completing the registration and check-in process before your appointment.

1. To use eCheck-In, you will first need to adjust a few settings on your phone. Once this is done, you will not need to do it each time you check in. Using your phone's settings, check that the MyChart app is set to "Always" allow location services.

## Apple



## Android

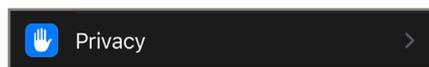


## How to turn Location Services on:

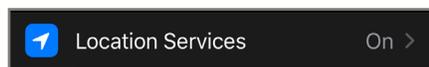
### Apple



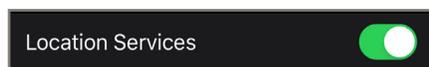
- a. From your home screen, open the "Settings" app on your iPhone



- b. Click "Privacy"



- c. Click "Location Services"

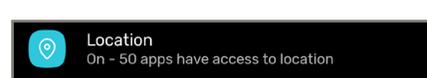


- d. Be sure the "Location Services" switch is set to "On"

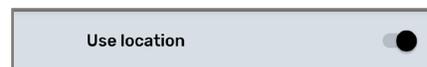
### Android



- a. From your home screen, open the "Settings" app on your phone



- b. Click "Location"



- c. Be sure the "Location" switch is set to "On"

## Please note:

The smartphone icons and menus shown may be different on your smartphone. See your phone's instructions for phone settings and support.

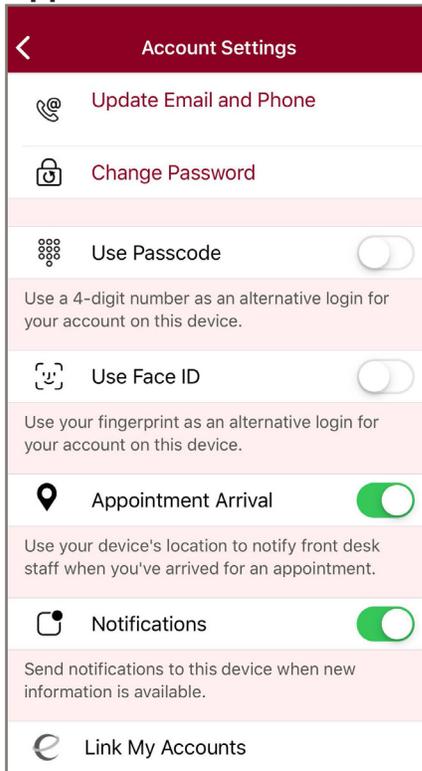
## Location Settings Support:

**Apple:** <https://support.apple.com/en-us/HT207092>

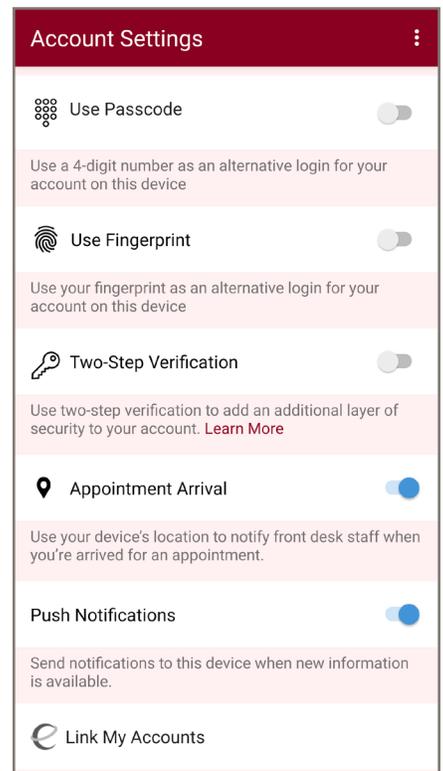
**Google (Android):** <https://support.google.com/accounts/topic/7189122>

2. Open the MyChart app and go to Settings. Be sure that “Appointment Arrival” is turned on.

**Apple**

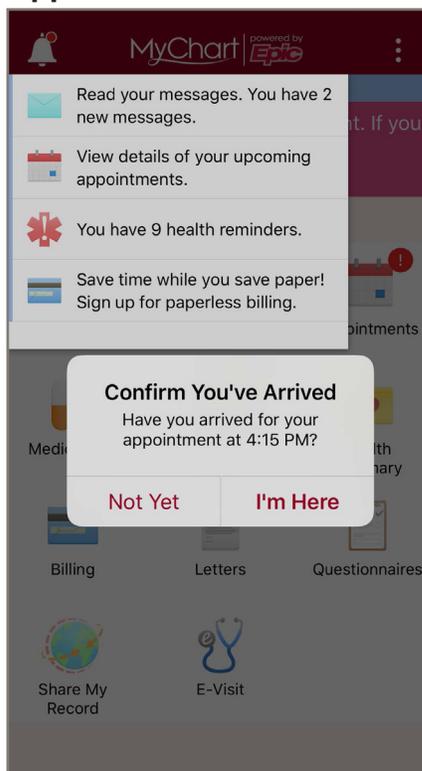


**Android**

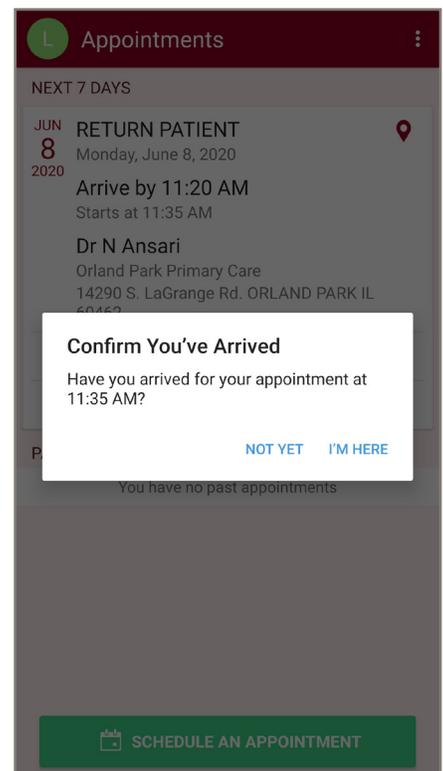


3. The MyChart app will give you a pop-up notification to “Confirm You’ve Arrived.” This will happen when you are within 300 feet of your appointment location and it is 30 minutes before your appointment time.

**Apple**

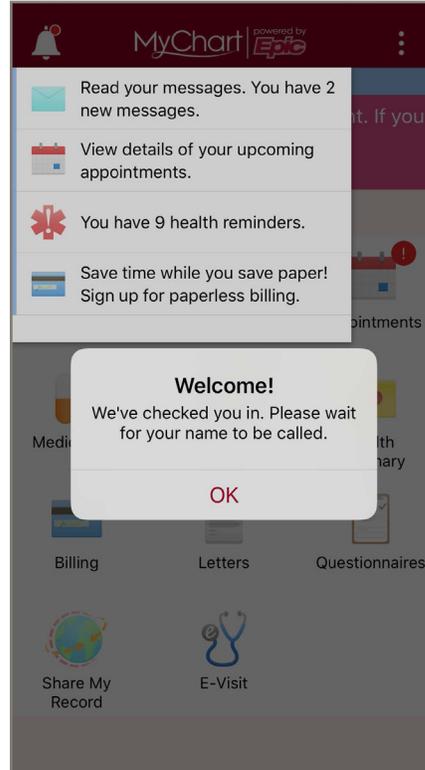


**Android**

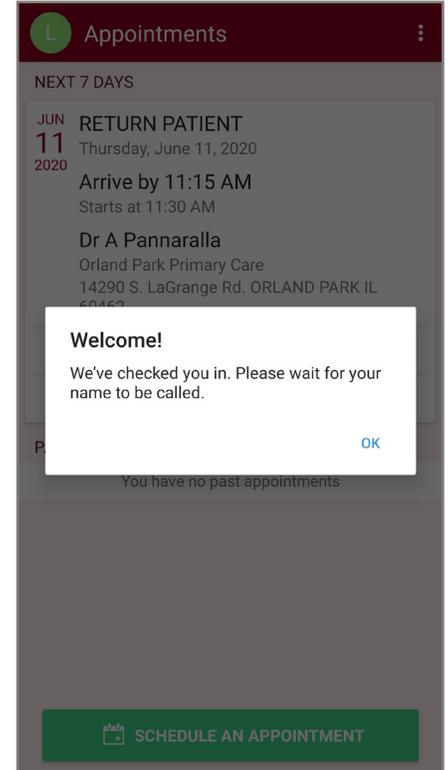


4. If you are pre-registered, through Pre-Appointment Services or by completing your eCheck-In on MyChart, you will be automatically checked in and can have a seat in the waiting area. The clinic staff will bring you back to the exam room when it's time for your appointment.

#### Apple

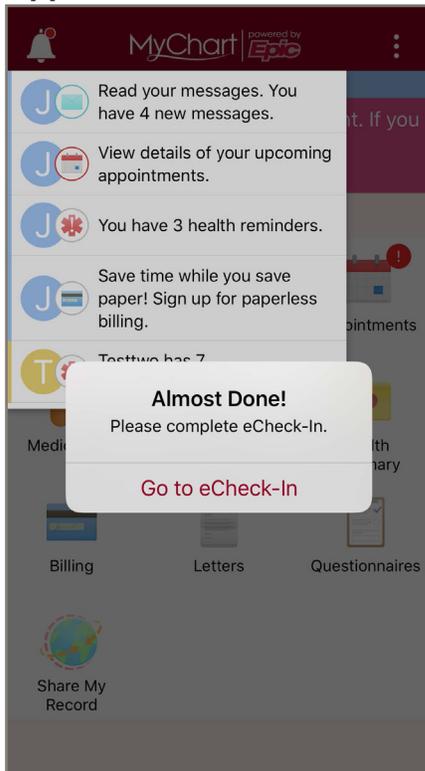


#### Android

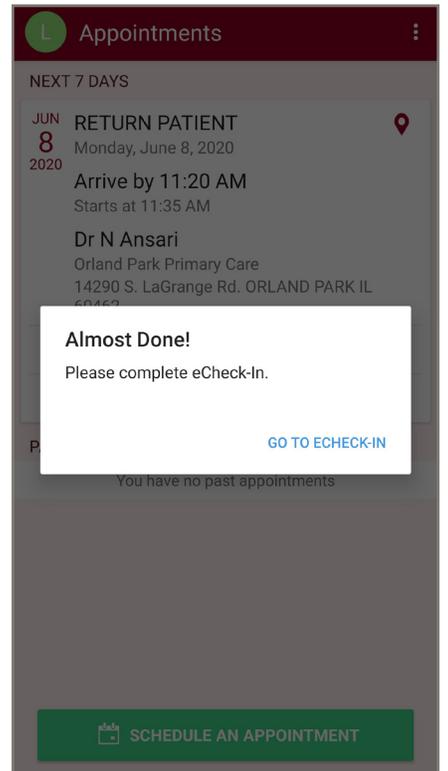


5. If you are not registered, you will need to complete your eCheck-In using the MyChart app.

#### Apple

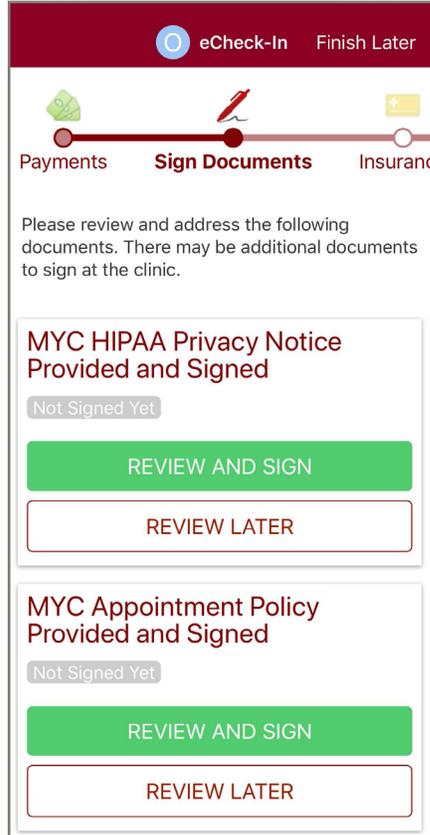


#### Android

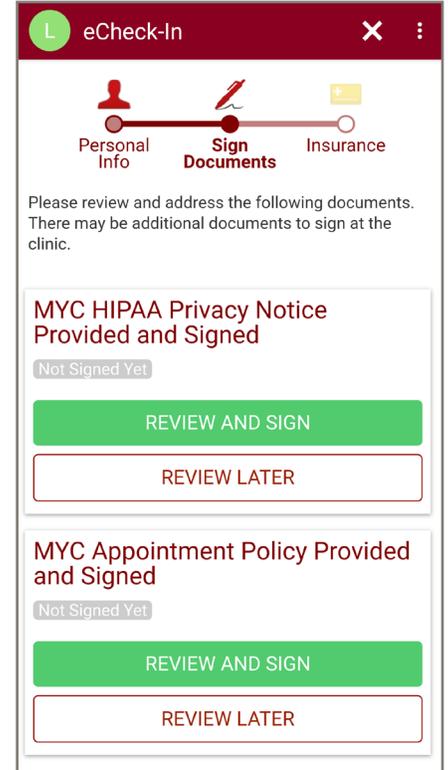


6. Depending on the items still needed to complete your pre-registration, you may be asked to sign other documents to complete your registration.

### Apple

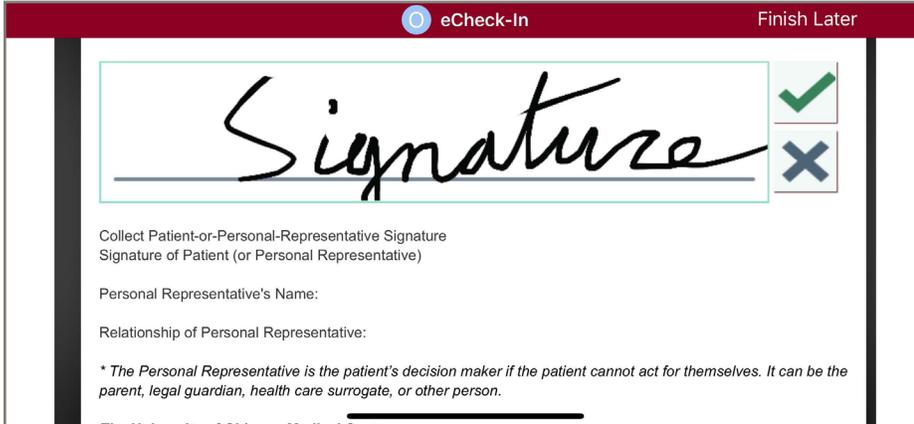


### Android

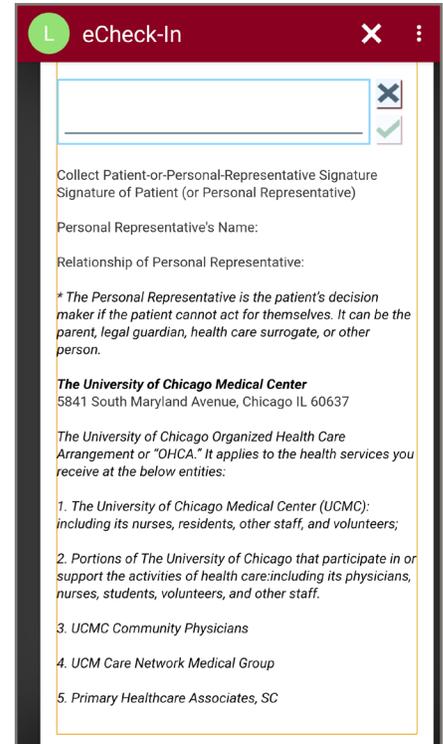


7. The documents can be signed and submitted on-screen.

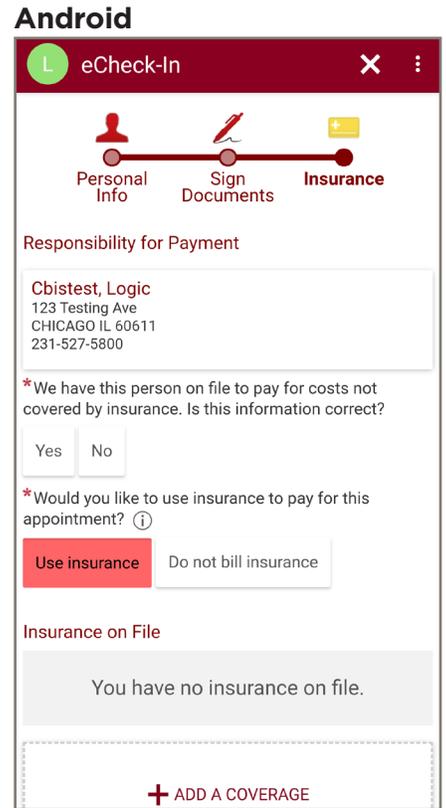
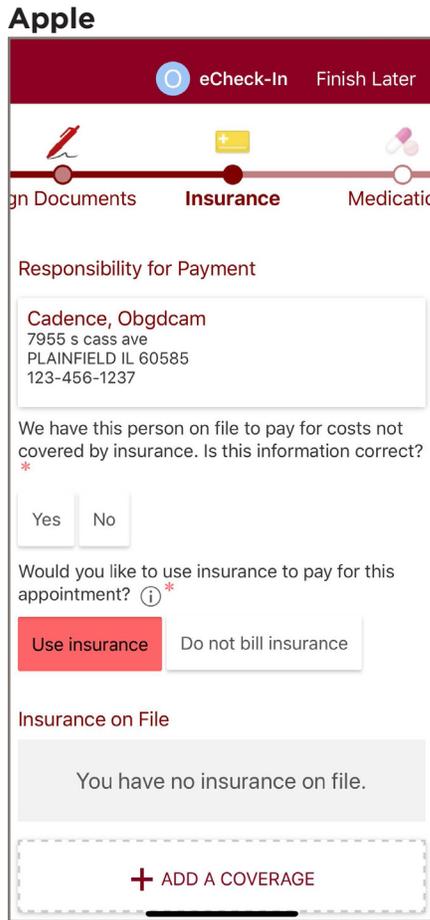
### Apple



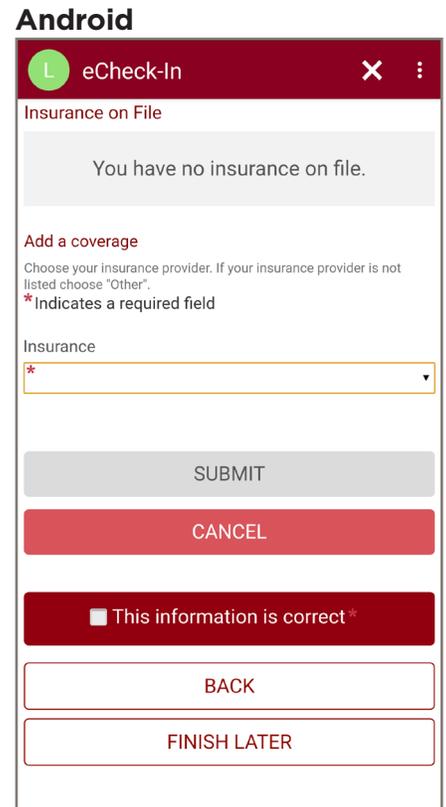
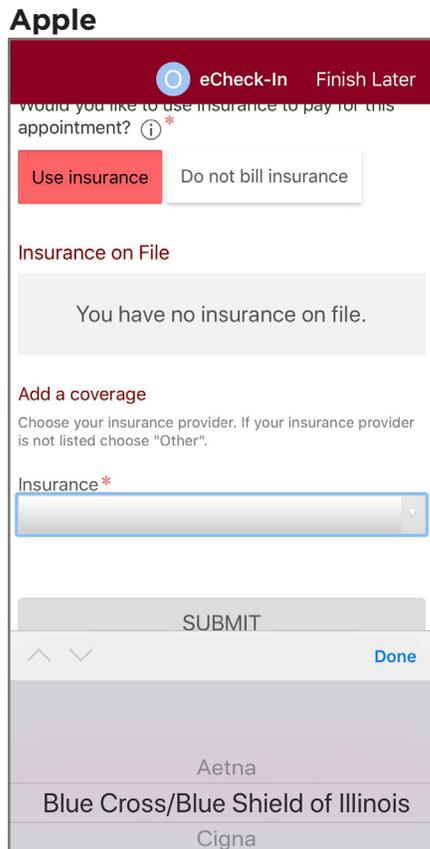
### Android



- 8. You may be asked to confirm who is responsible for payment and enter any necessary registration information.



- 9. You can add, remove or update insurance information.



- ▶ 10. You can upload an image of your insurance card.

### Apple

**eCheck-In** Finish Later

**Add a coverage**  
Choose your insurance provider. If your insurance provider is not listed choose "Other".

Insurance\*  
Blue Cross/Blue Shield of Illinois

Member Number\*  
12344

Group Number

Are you the policy holder for this insurance?\*

Yes  No

Please upload images of your insurance card. ⓘ

ADD FRONT

Take Photo

Photo Library

Browse

Cancel

### Android

**eCheck-In** X

\* Medicaid HMO

Member Number  
\*123

Group Number

\*Are you the policy holder for this insurance?

Choose a file

Take new photo

Select existing photo

Select existing document

CANCEL

SUBMIT

CANCEL