

# UT Health Open Scheduling Guide All Users

Epic February 2021

March 2021

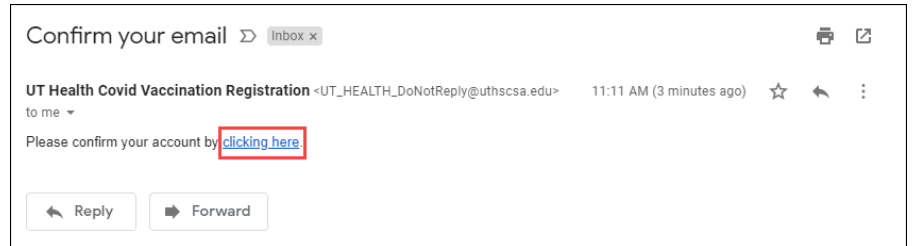
## TABLE OF CONTENTS

Register for Access if you Received an Invitation via Email .....	2
Register for Access if you have not Received an Invitation via Email .....	4
Schedule Your Vaccine .....	6
Completing Scheduling in MyChart.....	9
Continue as guest .....	10
Sign Up for MyChart and eCheck-in.....	12

## REGISTER FOR ACCESS IF YOU RECEIVED AN INVITATION VIA EMAIL

Start by confirming your account from the email invitation.

You will receive an email asking you to confirm your account. Select on the link in the message.



A browser window will open asking you to choose a password. Enter a password of your choosing. This password must be at least 12 characters. Retype this password in the Confirm Password field.

Select **Reset**.

A screenshot of a web form for creating a password. The form has a dark header with "Choose password" and "Choose your password" in white text. Below the header, there is an "Email" field with the value "stevetesting1976@gmail.com". There are two "Password" fields, both containing ".....", with red boxes around them. Below these is a "Confirm password" field, also containing "....." with a red box around it. Underneath is a "Password Requirements:" section with a bulleted list: "Requires at least 1 digit", "Requires at least 1 lowercase character", "Requires at least 1 uppercase character", "Requires at least 1 non-alphanumeric (symbol) character", and "Length must be between 12 and 100 characters". At the bottom of the form is a "Reset" button with a red box around it.

Select **Click here to log in.**

## Choose password confirmation

Your password has been set. Please [click here to log in.](#)

Enter the email address your invitation was sent to and the password you created.

Click **Log In.**

**Proceed to page 6**

## Log in

### BEFORE PROCEEDING PLEASE NOTE

By accessing this site you confirm:

- You will not share your account information.
- You will only choose a single time slot for your vaccination.

Email

stevetesting1976@gmail.com

\*UT Health employees please use your **UT Health email address and password** to login.

Password

.....

Remember me?

**Log in**

**Legal Notice:** By continuing, you confirm your understanding that the COVID-19 Vaccine distribution is prioritized according to medical need and the eligibility standards established by [Texas Department of State Health Services \(TDSHS\)](#) and you certify the information you are providing to UTHSA is true and correct. The intentional submission of incorrect patient identification information may result in potential cancellation of your vaccination appointment, penalty, or prosecution.

### Problems Logging In?

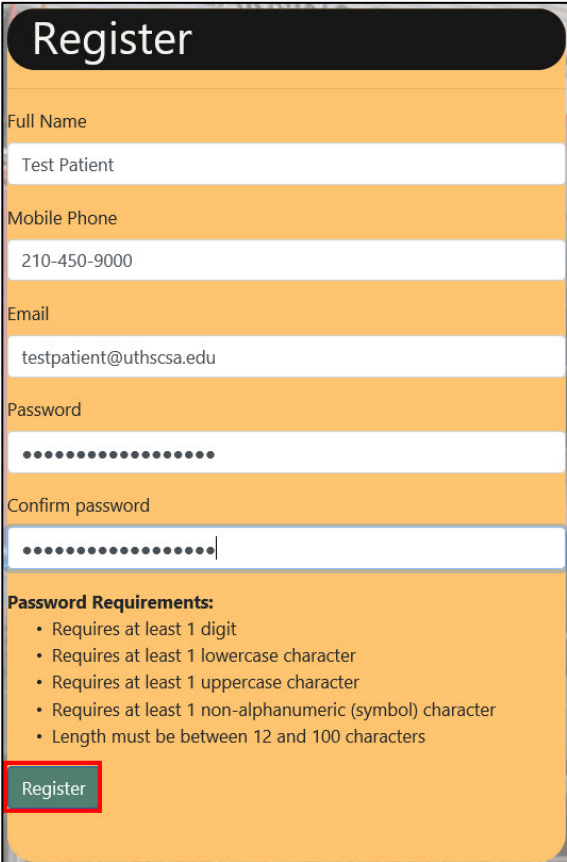
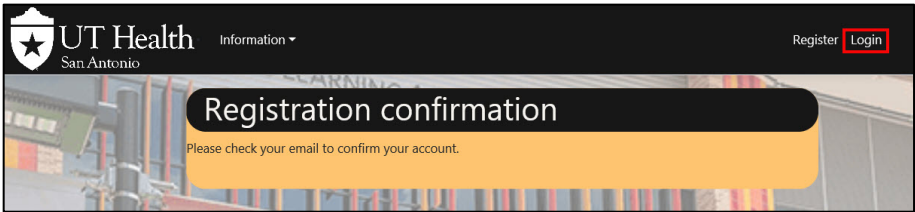
[Forgot your password?](#)

[Register as a new user](#)

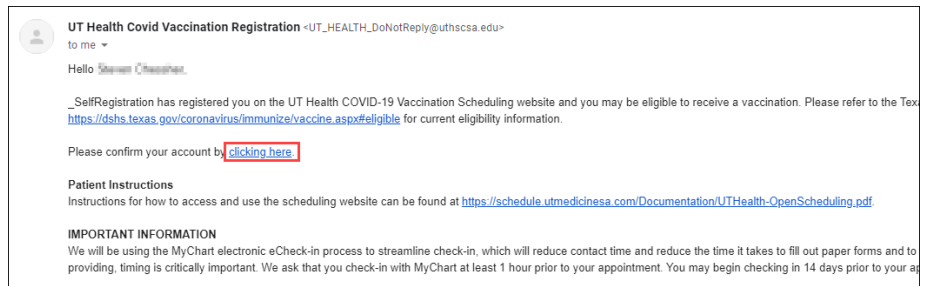
[Resend email confirmation](#)

# REGISTER FOR ACCESS IF YOU HAVE NOT RECEIVED AN INVITATION VIA EMAIL

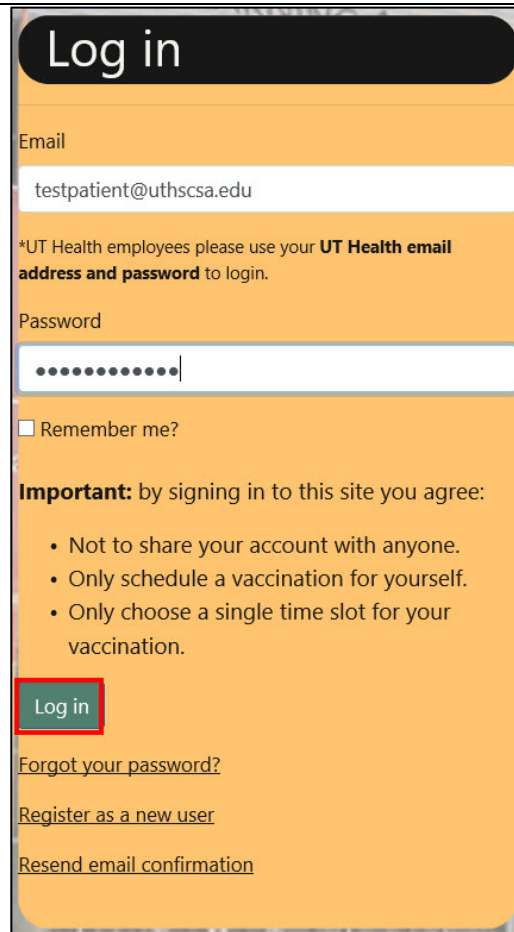
Start by registering for a Covid-19 vaccine scheduling account.

<p>Complete the form to set up your account.</p> <p>Password requirements:</p> <ul style="list-style-type: none"><li>• Requires at least 1 digit.</li><li>• Requires at least 1 lowercase character.</li><li>• Requires at least 1 uppercase character.</li><li>• Requires at least 1 non-alphanumeric (symbol) character.</li><li>• Length must be between 12 and 100 characters.</li></ul> <p>Click on the <b>Register</b> button when complete.</p> <p>You will receive an email confirming your username and password.</p>	 <p>The screenshot shows a registration form titled "Register" with the following fields: Full Name (Test Patient), Mobile Phone (210-450-9000), Email (testpatient@uthscsa.edu), Password (masked with dots), and Confirm password (masked with dots). Below the fields are "Password Requirements" listed as bullet points: Requires at least 1 digit, Requires at least 1 lowercase character, Requires at least 1 uppercase character, Requires at least 1 non-alphanumeric (symbol) character, and Length must be between 12 and 100 characters. A red-bordered "Register" button is located at the bottom of the form.</p>
<p>The registration confirmation screen will appear.</p> <p>Check you're the email account you entered for a confirmation email.</p>	 <p>The screenshot shows the "Registration confirmation" screen. At the top left is the "UT Health San Antonio" logo with an "Information" dropdown menu. At the top right are "Register" and "Login" links. The main content area has a dark header with "Registration confirmation" in white text, followed by a yellow box containing the text "Please check your email to confirm your account." The background of the page shows a blurred image of a laboratory or medical setting.</p>

Click on the link in the email you have received from **UT Health Covid Vaccination Registration** (UT\_HEALTH\_DoNotReply@uthscsa.edu)



Enter the email address you used to create your account and the password.  
Click **Log In**.



## SCHEDULE YOUR VACCINE

Click on **Schedule Your Vaccine**.

UT Health San Antonio

Schedule Your Vaccine CDC Health Check Information Test Patient (profile) Logout

### COVID-19 Vaccine Scheduling

- **How to schedule Your COVID-19 Vaccine**  
Use the menu above to register.  
Login and click "Schedule Your Vaccine".  
Important:
  - You will only be able to visit "Schedule Now" -1 times.
  - Please have your insurance information ready.
  - After registration download [these step-by-step directions](#) for scheduling your appointment.
- **For Providers, Clinicians and Registrars**
  - Please use the menu above to login and then navigate to the tools you need.

Patient Instructions (PDF):

You may be presented with an eligibility survey question.

If so, answer this question and click **Complete** when finished.

For additional information about survey questions marked with an \* click on the provided hyperlink to The Texas Department of Health and Human Services.

UT Health San Antonio

Schedule Your Vaccine CDC Health Check Information Test Patient (profile) Logout

**TEXAS** Health and Human Services | Texas Department of State Health Services

**Please consult the Texas Department of Health and Human Services for the latest eligibility information.**

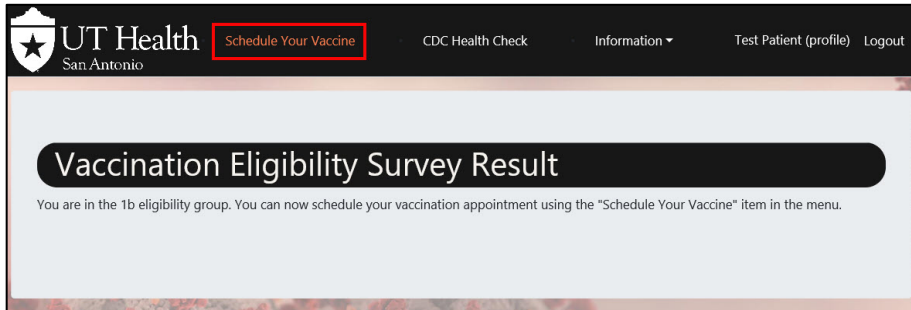
Please complete this brief survey to determine your eligibility.

1. Are you a front line healthcare worker? \*

Yes  
 No

**Complete**

The system will assign you to a vaccine eligibility group based on your survey responses. If your group is currently eligible to receive a vaccine, click **Schedule Your Vaccine**.



Select a date, time, and location that works best for you to receive your vaccine. You can select your desired time slot by clicking on the appropriate block.





After you select a time slot. You will receive a captcha for verification. Answer the question generated by the captcha. Click **Verify** when complete.

## Vaccination Scheduling

**IMPORTANT:** It appears you have a UT Health MyChart Account. After selecting your appointment date and time, please choose to log in to MyChart on the next screen to complete scheduling, check in for the appointment and complete consents.

Start search on  
03/12/2021

Friday March 12, 2021  
SON Wellness 360  
7703 FLOYD CURL DR, ROOM 1.422 SAN ANTO

12:30 PM As a spam prevention measure, we've added a CAPTCHA to this page.

Monday March 15, 2021  
SON Wellness 360  
7703 FLOYD CURL DR, ROOM 1.422 SAN ANTO

8:00 AM 8:15 AM 8:30 AM

Tuesday March 16, 2021  
SON Wellness 360

Select all images with mountains or hills

VERIFY

You will now be able to verify your vaccine appointment time, and location. If everything looks acceptable, click **Continue**.

## Vaccination Scheduling

**IMPORTANT:** It appears you have a UT Health MyChart Account. After selecting your appointment date and time, please choose to log in to MyChart on the next screen to complete scheduling, check in for the appointment and complete consents.

Is this correct?

**i** This time slot is reserved for you until 12:26 PM. Please complete scheduling by then.

**🕒** Monday March 15, 2021  
Arrive by 8:15 AM

**📍** SON Wellness 360  
7703 FLOYD CURL DR, ROOM 1.422  
SAN ANTONIO TX 78229  
210-567-2788

Back Continue

Your vaccination is not yet scheduled. You must either Continue as a Guest or log in to your MyChart account to confirm your vaccination appointment.

## Vaccination Scheduling

**IMPORTANT:** It appears you have a UT Health MyChart Account. After selecting your appointment date and time, please choose to log in to MyChart on the next screen to complete scheduling, check in for the appointment and complete consents.

**Have a MyChart account?**

Use your MyChart credentials to schedule this appointment for yourself or someone you have access to.

Forgot your username or password?  
Please continue as a guest.

Log in

**Continue as a Guest**

Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.

Back

Continue

## COMPLETING SCHEDULING IN MYCHART

Log into your MyChart Account

Upon logging in, your appointment confirmations are displayed.

From here, you can either cancel your appointment or proceed with the eCheck-in process.

## CONTINUE AS GUEST

If you have selected Continue as a Guest, you must complete all the required fields:

***We are required to ask race and ethnicity for all individuals who receive the COVID vaccine. Ethnicity refers to your ethnic origin and cultural identity. Select your race from the dropdown list.***

***We require the social security number for the purpose of matching up your medical records.***

Scroll down and select **Next**.

**Patient Information** \* Indicates a required field.

As a state designated COVID vaccination hub, UT Health is **required to report ethnicity and race** for all individuals who receive the COVID vaccine. Ethnicity refers to your ethnic origin and cultural identity. For example, are you Hispanic, Latino/a, or Spanish origin? Please select your ethnic origin and race from the list below.

* First Name	* Address
Middle Name	
* Last Name	* City
* Legal Sex	* State
Female Male	
Unknown Nonbinary	* ZIP Code
X	Home Phone
	210-555-5555
	Work Phone
	* Mobile Phone
	210-555-5555
	Email
	stevechessher@gmail.com

\* Date of Birth  
04/19/1976

\* Social Security number  
\*\*\*\*\*

\* Ethnicity  
Non-Hispanic or Non-Latino

\* Race  
White or Caucasian  
Black or African-American  
American Indian or Alaska N  
Asian

You can hold the CTRL key while clicking to select multiple options.

**Back** **Next**

Enter your **Insurance Information**.

If you do not have insurance, you may select **No Insurance** from the bottom of the dropdown list.


<b>Insurance Information</b>	<b>Insurance Information</b>
* Insurance BLUE CROSS BLUE SHIELD	* Insurance No Insurance
* Member ID 321654987	USABLE LIFE
Group Number 9873621	USC HEALTH SERVICES
* Subscriber Date of Birth 04/19/1976	UT HEALTH SAN ANTONIO
	UT SOUTHWESTERN
	VALLEY HEALTH PLANS
	VALUE HEALTH PLANS
	VETERANS ADMINISTRATION
	VYTRA HEALTH PLANS
	WARD NORTH AMERICAN
	WATERSTONE BEN ADMIN
	WAUSAU BENEFITS
	WELLCARE
	WELLCARE TMHP CONTR
	WELLCHOICE
	WELLMED
	WELLMED TMHP CONTR
	YALE UNIVERSITY
	ZENITH ADMINISTRATORS
	Not Listed
	No Insurance


Scroll down and select **Schedule it!**

**Back** **Schedule it!**

The final screen is a confirmation of your scheduled COVID vaccination.

Thanks, Steve Chessher, your appointment is scheduled!

 Friday February 26, 2021  
Arrive by 8:00 AM

 SON Wellness 360  
7703 FLOYD CURL DR, ROOM 1.422  
SAN ANTONIO TX 78229  
210-567-2788

 **IMPORTANT INFORMATION**

We will be using the MyChart electronic eCheck-in process to streamline check-in, which will reduce contact time and reduce the time it takes to fill out paper forms and to register the day of the vaccine. Given the volume of vaccinations we are providing, timing is critically important. We ask that you check-in with MyChart at least 1 hour prior to your appointment. You may begin checking in 14 days prior to your appointment.

**Sign up for MyChart if you are not a MyChart user**

MyChart is the Epic online portal for the patient electronic medical record. If you are not currently a MyChart user, and even if you do not plan on being a future patient of UT Health San Antonio, please sign up for MyChart before your appointment process. After signing up for your appointment, you will be emailed [View full instructions](#) to rapidly complete the MyChart Sign up process. The instant activation code will be sent from

Check your email for your appointment confirmation email and the link to sign up for MyChart.

**MyChart** is the patient portal which will allow you to see and check in electronically for your appointment.

From: UT\_Health\_DoNotReply@uthscsa.edu <UT\_Health\_DoNotReply@uthscsa.edu>  
Sent: Thursday, February 25, 2021 7:01 PM  
To: Koretsky, Victor <koretskyv@uthscsa.edu>  
Subject: Appointment Confirmation

Hello Mr. Virus,

Your COVID-19 vaccination appointment has been scheduled at your chosen date and time specified below. We will see you on

3/9/2021

8:15 AM

UTHSCSA NURSING SCHOOL-EMPLOYEE HEALTH SON WELLNESS 360 7703 FLOYD CURL DR SAN ANTONIO TX 78229

**IMPORTANT INFORMATION**

We will be using the MyChart electronic eCheck-in process to streamline check-in, which will reduce contact time and reduce the time it takes to fill out paper forms and to register the day of the vaccine. Given the volume of vaccinations we are providing, timing is critically important. We ask that you check-in with MyChart at least 1 hour prior to your appointment. You may begin checking in 14 days prior to your appointment.

-in, which will reduce contact time and reduce the time it takes to fill out paper forms and to register the day of the vaccine. Given the volume of vaccinations we are providing, timing is critically important. We ask that you check-in with MyChart at least 1 hour prior to your appointment. You may begin checking in 14 days prior to your appointment.

record. If you are not currently a MyChart user, and even if you do not plan on being a future patient of UT Health San Antonio, please sign up for MyChart before your appointment process. After signing up for your appointment, you will be emailed <https://mychart.utmedicinesa.com/MyChart/signup> to rapidly complete the MyChart Sign up process. The instant activation code will be sent from

21 days after your first vaccine. If absolutely needed, the time can be changed by notifying the scheduler at least 21 days prior to your appointment.

# SIGN UP FOR MYCHART AND ECHECK-IN

Using the email you were sent, click the link to launch the MyChart Signup screen.

Enter the required information and click **Submit**.

### Request Access to MyChart

We need some information from you in order to grant you a MyChart account.

**NOTE: The information entered below must be an exact match to the information provided to UT HEALTH during the registration process. Your social security number is being used for identity verification. We will not be storing this number. If you do not know the information that UT HEALTH has on file, please call/visit your clinic to receive an activation code for MyChart access.**

\* Indicates a required field

**Name**

\* First name Middle name \* Last name

**Other Information**

\* Date of birth


Social Security number  
\*\*\*\*\*

\* Legal Sex

Female Male Unknown Nonbinary X

Email address Verify email address


As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot  reCAPTCHA  
Privacy - Terms

Technical Assistance: (210) 450-4111

SUBMIT

On the **Terms and Conditions** screen, select **Accept**.



To proceed, you must agree to the following conditions governing the use of MyChart.

#### TERMS AND CONDITIONS OF USE

UT Health Science Center at San Antonio (UT Medicine) is pleased to offer you Instant Karma member information via a Web-based version of our computer systems called MyChart.

To request an account, submit a MyChart Consent Form to [MyChartsupport@uthscsa.edu](mailto:MyChartsupport@uthscsa.edu), indicating you have read this Terms & Conditions Statement.

We think it is important for you to know how we handle information we communicate via the Internet. This Terms & Conditions statement outlines our practices and our sensitivity to your right to privacy. We reserve the right to revoke access at any time for any reason.

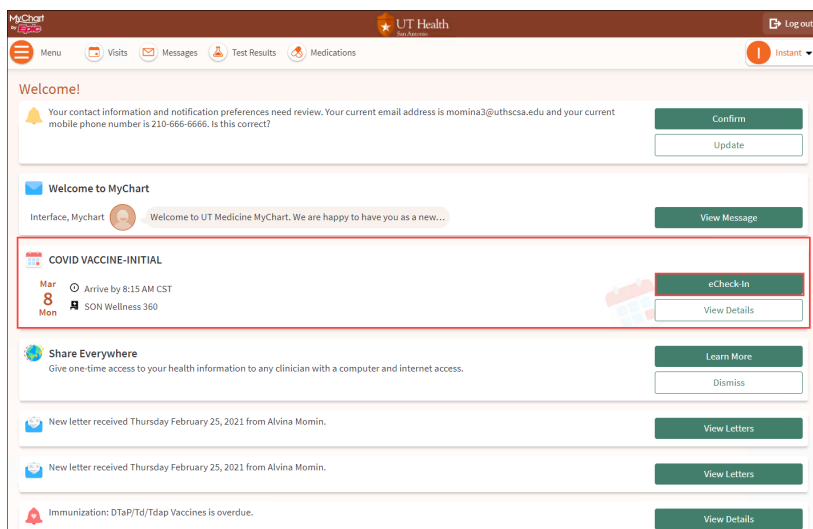
**Response to Electronic Communication** – UT Medicine will make every effort to provide a timely response to electronic inquiries. In some cases, the clinic staff that needs to respond to your electronic inquiry or other communication may not be immediately available so you should allow at least 1 business day for a response. Accordingly, emergency situations requiring immediate attention should not be submitted electronically.

Furthermore, with respect to any electronic communications you send via MyChart, we are only able to respond to such communications based on the information you submitted. If there is insufficient information provided, we will be unable to

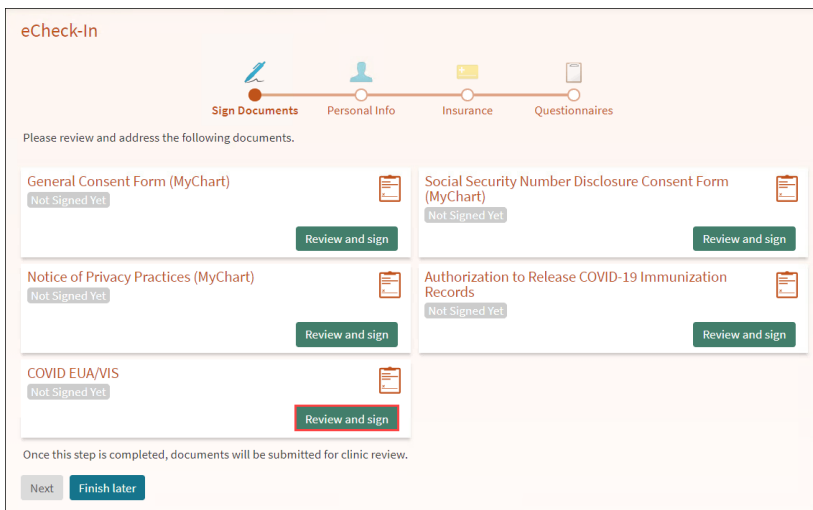
Accept Decline

You have now entered your new MyChart account!

Select the **eCheck-in** button for your COVID Vaccine.

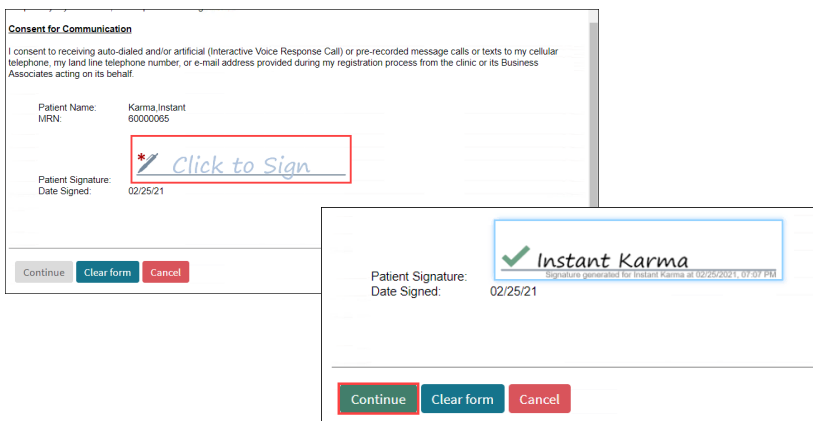


From the eCheck-in page, select **Review and sign** on any and all documentation.

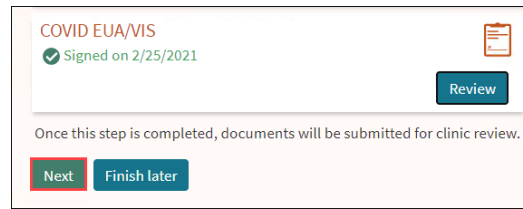


After reading the documents, scroll to the bottom to sign.

Click on the **Click to Sign** box to provide a digital signature, then click on the **Continue** button.



Once all the documents have been signed, select **Next** to continue the eCheck-in process.



COVID EUA/VIS  
Signed on 2/25/2021

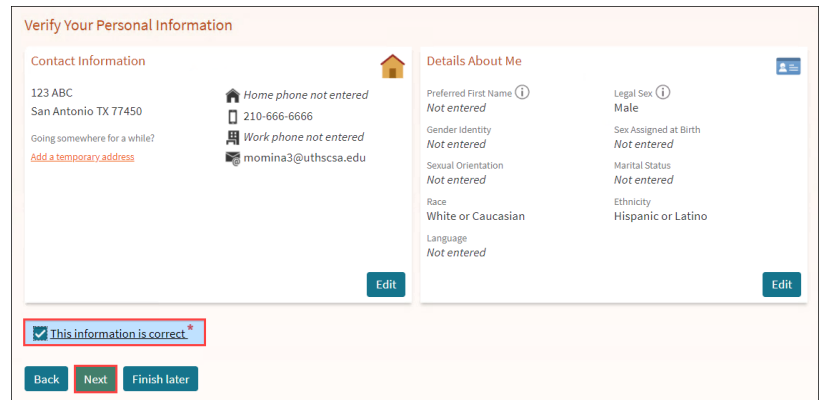
Review

Once this step is completed, documents will be submitted for clinic review.

Next Finish later

On the **Verify your Personal Information** screen, review and confirm your personal information, making corrections if needed.

Click the **This information is correct** check box and click **Next**.



Verify Your Personal Information

Contact Information

123 ABC  
San Antonio TX 77450  
Going somewhere for a while?  
Add a temporary address

Home phone not entered  
210-666-6666  
Work phone not entered  
momina3@uthscsa.edu

Details About Me

Preferred First Name Not entered  
Gender Identity Not entered  
Sexual Orientation Not entered  
Race White or Caucasian  
Language Not entered

Legal Sex Male  
Sex Assigned at Birth Not entered  
Marital Status Not entered  
Ethnicity Hispanic or Latino

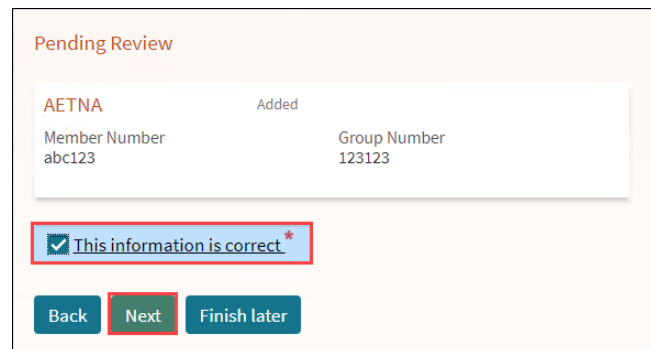
This information is correct \*

Back Next Finish later

On the next screen, review and confirm your insurance information as entered on the scheduling website.

**Be sure to bring your insurance card with you when you arrive for your vaccination.**

Click the **This information is correct** check box and click **Next**.



Pending Review

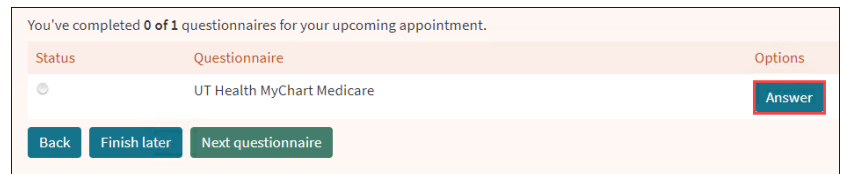
AETNA Added

Member Number abc123  
Group Number 123123

This information is correct \*

Back Next Finish later

On the questionnaires screen, select **Answer** for any Questionnaires listed.

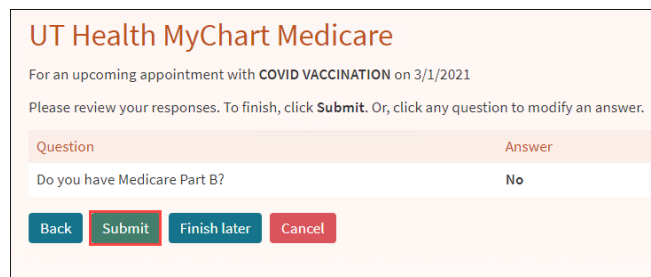


You've completed 0 of 1 questionnaires for your upcoming appointment.

Status	Questionnaire	Options
<input type="radio"/>	UT Health MyChart Medicare	Answer

Back Finish later Next questionnaire

Once all questionnaires have been completed, select **Submit**.



UT Health MyChart Medicare

For an upcoming appointment with COVID VACCINATION on 3/1/2021

Please review your responses. To finish, click **Submit**. Or, click any question to modify an answer.

Question	Answer
Do you have Medicare Part B?	No

Back Submit Finish later Cancel

Your eCheck-in is now complete!

Be sure to bring your photo ID and Insurance card with you when you arrive for your vaccination.

**eCheck-In Complete**

Thanks for using eCheck-in!  
The information you've submitted is now on file.

[Back to Visit Details](#)

**COVID VACCINE-INITIAL**

🕒 Monday March 01, 2021  
Arrive by 8:00 AM CST  
[Add to calendar](#)

📍 SON Wellness 360  
7703 FLOYD CURL DR, ROOM 1.422  
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