



UT Health Open Scheduling COVID Test Guide

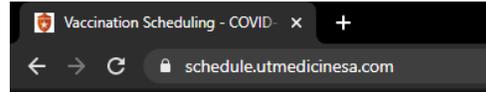
Epic August 2021

TABLE OF CONTENTS

Schedule a COVID test.....	2
Completing Scheduling in MyChart.....	6
Completing Scheduling as a Guest.....	9
Sign Up for MyChart and eCheck-in.....	11

SCHEDULE A COVID TEST

Navigate to
<https://schedule.utmedinesa.com/>



Click **Login** at the top right of the screen.



From the Log in screen, enter your UTHSCSA email address and UTHSCSA password.

Click **Log in**.

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

.....@uthscsa.edu

*UT Health employees and students 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.

UT Employees, Residents, and Students: UT Health San Antonio employees, residents and students: Use the "Schedule Your Vaccine" or "Schedule Your Test" links in the top navigation to include Wellness 360 COVID-19 vaccine/test scheduling options.

Problems Logging In?

[Forgot your password?](#)

[Resend email confirmation](#)

Once logged in, click on **Schedule Your Test** from the menu at the top of the screen.



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.

Start search on 08/12/2021 Day / Time All Person All Location SON Wellness ...

Friday August 13, 2021

COVID TESTING

SON Wellness 360
7703 FLOYD CURL DR, ROOM 1.422 SAN ANTONIO TX 78229

8:00 AM 8:15 AM 8:30 AM 8:45 AM 1:00 PM

more...

Monday August 16, 2021

COVID TESTING

SON Wellness 360
7703 FLOYD CURL DR, ROOM 1.422 SAN ANTONIO TX 78229

8:00 AM 8:15 AM 8:30 AM 8:45 AM 1:00 PM

more...

Tuesday August 17, 2021

After you select a time slot. You will receive a captcha for verification. Click the **I'm not a robot** checkbox.

1:15 PM 1:30 PM 1:45 PM

As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot

reCAPTCHA
Privacy - Terms

August 17, 2021

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

Is this correct?

⚠ You are not scheduled yet! To complete scheduling, you must click the green "SCHEDULE IT!" button.

i This time slot is reserved for you until 3:48 PM. Please complete scheduling by then.

COVID TESTING

🕒 Friday August 13, 2021
Arrive by 8:00 AM

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

Back **Continue**

Your test is not yet scheduled.

If you have a MyChart account, please **Log in** to your MyChart account to confirm your test appointment.

If you do not have a MyChart account, please **Continue as a Guest** and then create a MyChart account

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.

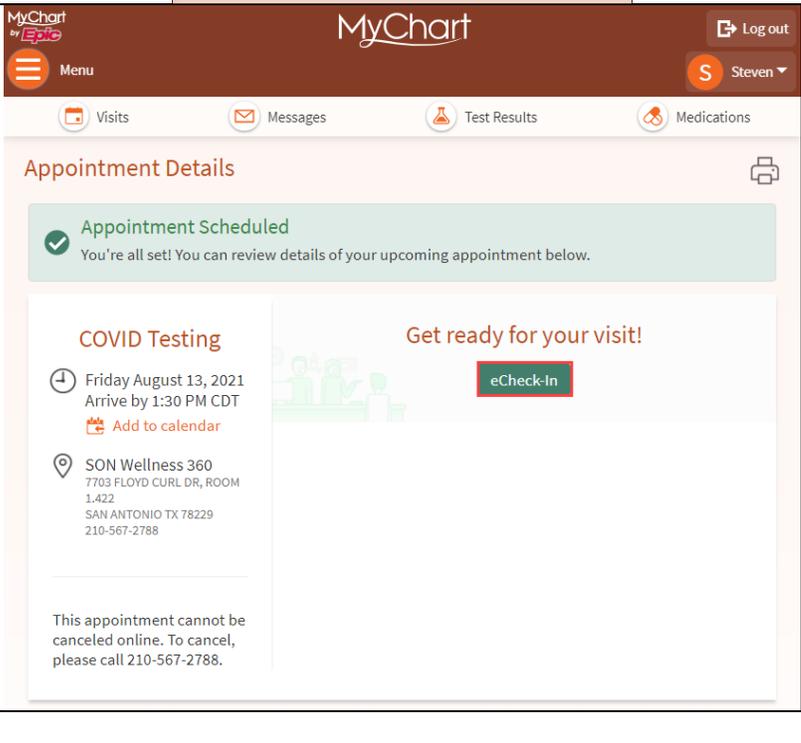
Log in

Continue as a Guest

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

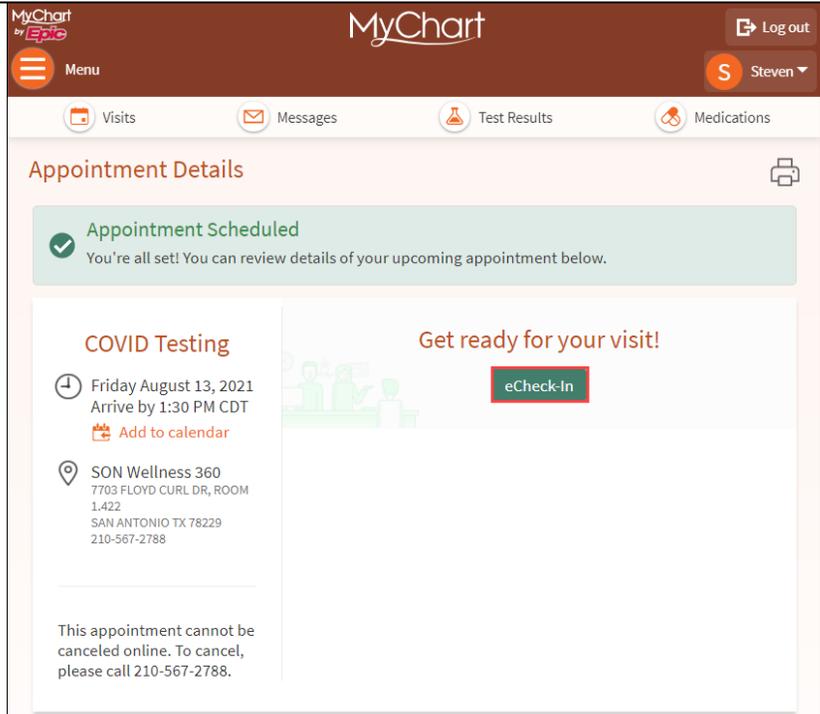
Back **Continue**

COMPLETING SCHEDULING IN MYCHART

<p>Log into your MyChart Account</p>	
<p>Upon logging in, your appointment confirmations are displayed.</p> <p>From here, proceed with the eCheck-In process by clicking eCheck-In.</p>	

You have now entered your new MyChart account!

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

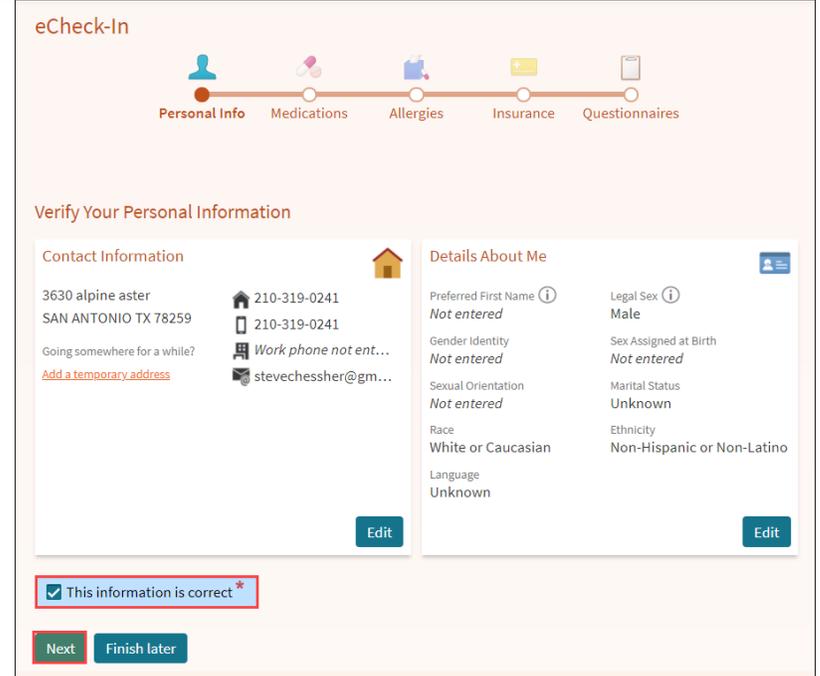


The screenshot shows the MyChart interface. At the top, there's a navigation bar with 'MyChart by Epic' logo, a 'Menu' icon, and a 'Log out' button. Below the navigation bar are icons for 'Visits', 'Messages', 'Test Results', and 'Medications'. The main content area is titled 'Appointment Details' and features a green banner that says 'Appointment Scheduled' with a checkmark icon. Below this, there's a section for 'COVID Testing' with a clock icon, showing the appointment for 'Friday August 13, 2021' at '1:30 PM CDT'. It includes an 'Add to calendar' button and the location 'SON Wellness 360' with address and phone number. To the right, there's a 'Get ready for your visit!' section with an 'eCheck-In' button highlighted in a red box. At the bottom, a note states: 'This appointment cannot be canceled online. To cancel, please call 210-567-2788.'

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

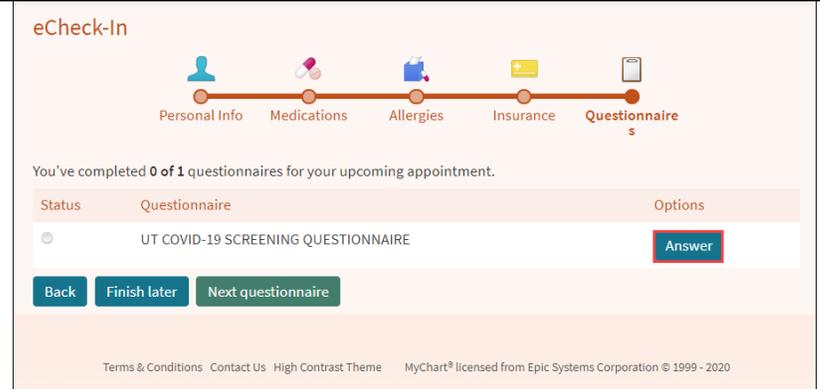
Click the **This information is correct** check box and click **Next**.

Proceed to repeat this for Medications, Allergies, and Insurance.



The screenshot shows the 'eCheck-In' screen. At the top, there's a progress bar with icons for 'Personal Info', 'Medications', 'Allergies', 'Insurance', and 'Questionnaires'. The 'Personal Info' step is currently active. Below the progress bar, there's a section titled 'Verify Your Personal Information'. It contains two columns of information: 'Contact Information' and 'Details About Me'. The 'Contact Information' section includes address, phone numbers, and email. The 'Details About Me' section includes fields for 'Preferred First Name', 'Legal Sex', 'Gender Identity', 'Sex Assigned at Birth', 'Sexual Orientation', 'Marital Status', 'Race', 'Ethnicity', and 'Language'. Each section has an 'Edit' button. At the bottom, there's a checkbox labeled 'This information is correct' which is checked and highlighted with a red box. Below the checkbox are 'Next' and 'Finish later' buttons.

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



The screenshot shows the 'eCheck-In' screen with the 'Questionnaires' step active in the progress bar. Below the progress bar, there's a message: 'You've completed 0 of 1 questionnaires for your upcoming appointment.' Below this, there's a table with columns for 'Status', 'Questionnaire', and 'Options'. The table lists one questionnaire: 'UT COVID-19 SCREENING QUESTIONNAIRE'. The 'Options' column for this questionnaire has an 'Answer' button highlighted in a red box. At the bottom, there are 'Back', 'Finish later', and 'Next questionnaire' buttons. The footer contains 'Terms & Conditions', 'Contact Us', 'High Contrast Theme', and 'MyChart® licensed from Epic Systems Corporation © 1999 - 2020'.

Complete the questionnaire and click **Continue**.

eCheck-In

Personal Info Medications Allergies Insurance Questionnaires

UT COVID-19 SCREENING QUESTIONNAIRE

For an upcoming appointment with **COVID TESTING** on 8/13/2021

Have you been in direct contact with anyone who has tested positive for COVID-19 in the last 14 days?

Yes No

Have you been tested for COVID-19 within the last 14 days?

Yes No

If you have been tested, what was the test result?

Positive Negative Waiting on result

Do you have any of the following symptoms?
Select all that apply.

Fever (100.0 °F or greater) Cough Shortness of breath Sore Throat Vomiting Muscle aches
Loss of taste or smell Chills Diarrhea None

Continue Cancel

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

eCheck-In

Personal Info Medications Allergies Insurance Questionnaires

UT COVID-19 SCREENING QUESTIONNAIRE

For an upcoming appointment with **COVID TESTING** on 8/13/2021

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

Question	Answer
Have you been in direct contact with anyone who has tested positive for COVID-19 in the last 14 days?	No
Have you been tested for COVID-19 within the last 14 days?	No
If you have been tested, what was the test result?	
Do you have any of the following symptoms?	None

Back Submit Cancel

Your eCheck-in is now complete!

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

eCheck-In Complete 

Thanks for using eCheck-In!
The information you've submitted is now on file.
When you arrive, you may need to:
 Sign Documents

COVID Testing

🕒 Friday August 13, 2021
Arrive by 1:30 PM CDT
 Add to calendar

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

Back to Visit Details

COMPLETING SCHEDULING AS A 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 form 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-19 vaccine. Ethnicity refers to your ethnic origin and cultural identity. For example, are you Hispanic, Latino/a, or Spanish origin?
 • To confirm and protect your personal information, online vaccine scheduling asks for a Social Security Number. If you don't have a social security number or you cannot complete all the required fields, complete **this form** instead of proceeding. A COVID-19 vaccine scheduler will call to schedule your vaccine appointment.

* First Name

Middle Name

* Last Name

* Legal Sex

Female Male

Unknown Nonbinary

X

* Date of Birth

* Social Security number

* Ethnicity

* 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.

* Address

* City

* State

* ZIP Code

Home Phone

Work Phone

* Mobile Phone

* Email

Enter your **Insurance Information**.

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

Please Note:

- There is no out of pocket fee for patients receiving the COVID-19 vaccine. The insurance company will be billed a small administrative fee.
- Entering this information helps shorten wait times and reduce long lines when you arrive for your vaccine appointment.

* Insurance

* Member ID

Group Number

* Subscriber Date of Birth

Insurance Information

- No Insurance
- USABLE LIFE
- USC HEALTH SERVICES
- UT HEALTH SAN ANTONIO
- UT SOUTHWESTERN
- VALLEY HEALTH PLANS
- VALUE HEALTH PLANS
- VETERANS ADMINISTRATION
- WYTRA 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

<p>Scroll down and select Schedule it!</p>	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> Back Schedule it! </div>
<p>The final screen is a confirmation of your scheduled COVID test.</p> <p>Click the Sign up now button to begin enrolling in MyChart.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center;">Thanks, Test Patient, your appointment is scheduled!</h3> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div> <p>Friday June 11, 2021 Arrive by 9:00 AM</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div> <p>MARC CLIN OPS 8300 FLOYD CURL SAN ANTONIO TX 78229-0000 210-450-9001</p> </div> </div> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div> <p>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.</p> </div> </div> <div style="margin-bottom: 10px;"> <p>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 for the eCheck-in 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</p> </div> <hr/> <p>To save time at the clinic, sign up for MyChart and check in online for your appointment. Please note that before you sign up for MyChart, we will verify your identity using questions from a third-party system.</p> <div style="text-align: center; margin-top: 10px;"> Sign up now </div> </div>

SIGN UP FOR MYCHART AND ECHECK-IN

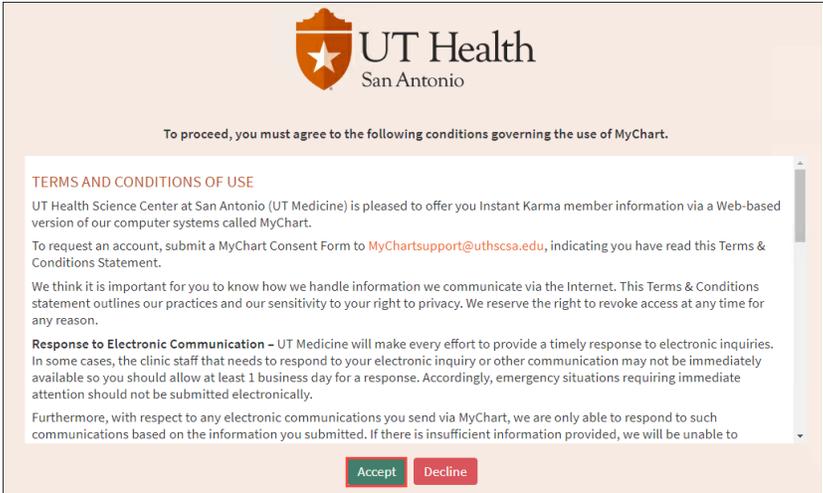
To grant you a MyChart account, we will verify your identity using questions from a third-party verification system. Once verified, you will be able to create your MyChart account. If you have any questions, please contact your clinic.

You will need to answer a series of questions to complete the process of signing up for MyChart.

Proceed through all of these questions.

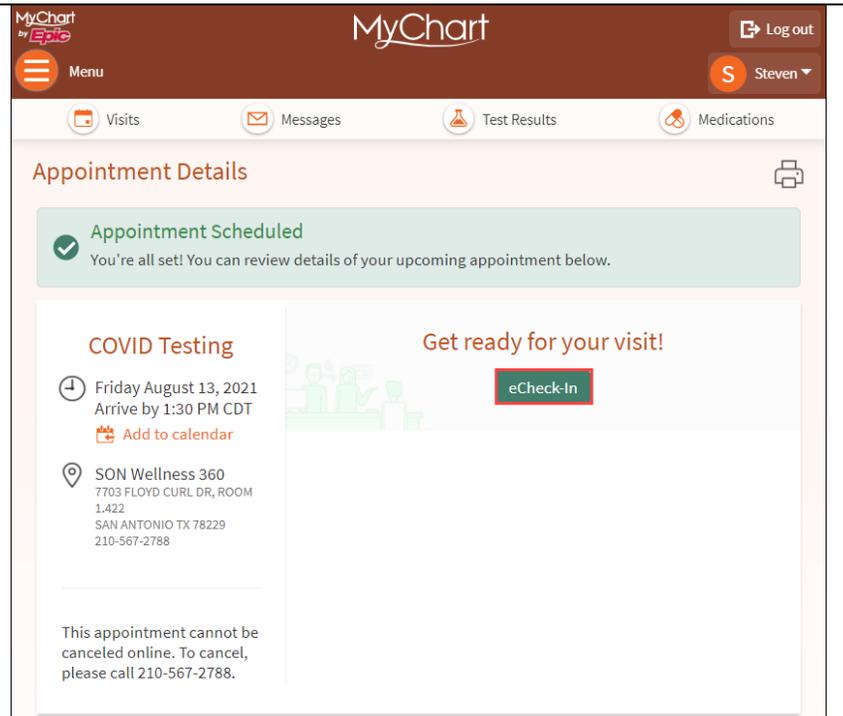


On the **Terms and Conditions** screen, select **Accept**.



You have now entered your new MyChart account!

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

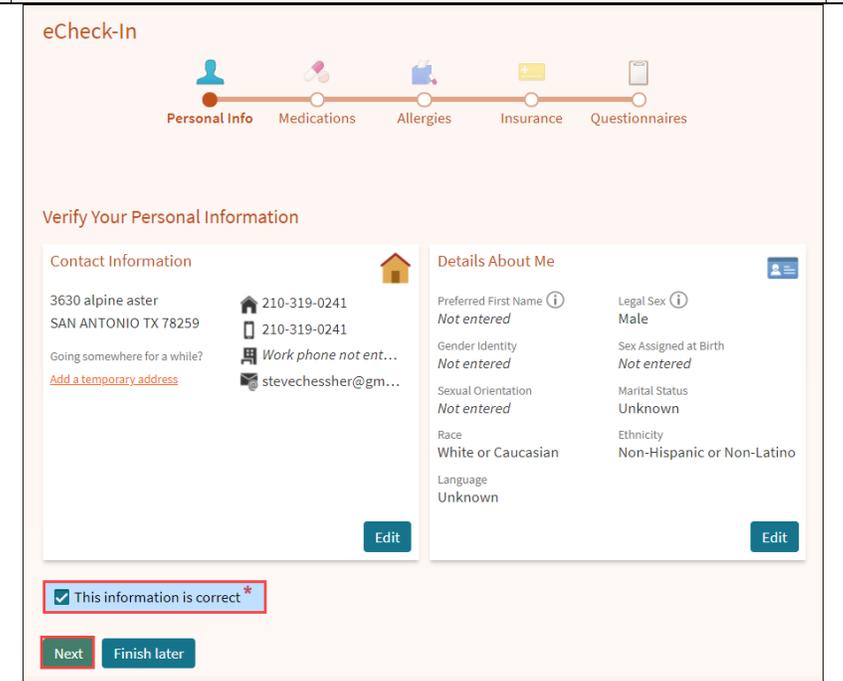


The screenshot shows the MyChart interface. At the top, there's a navigation bar with 'MyChart by Epic' logo, a 'Menu' icon, and a 'Log out' button for user 'Steven'. Below the navigation bar are icons for 'Visits', 'Messages', 'Test Results', and 'Medications'. The main heading is 'Appointment Details'. A green banner at the top says 'Appointment Scheduled' with a checkmark icon and the text 'You're all set! You can review details of your upcoming appointment below.' Below this, there are two columns. The left column is titled 'COVID Testing' and contains: a clock icon with 'Friday August 13, 2021 Arrive by 1:30 PM CDT' and an 'Add to calendar' button; a location pin icon with 'SON Wellness 360', '7703 FLOYD CURL DR, ROOM 1.422', 'SAN ANTONIO TX 78229', and '210-567-2788'. The right column is titled 'Get ready for your visit!' and features a red 'eCheck-In' button. At the bottom, a note states: 'This appointment cannot be canceled online. To cancel, please call 210-567-2788.'

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

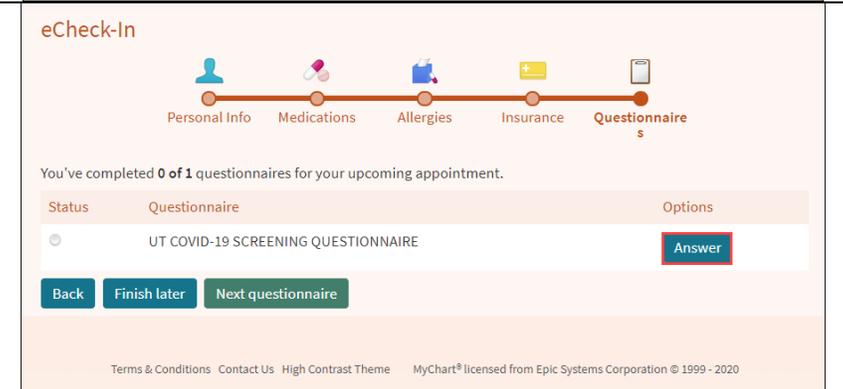
Click the **This information is correct** check box and click **Next**.

Proceed to repeat this for Medications, Allergies, and Insurance.



The screenshot shows the 'eCheck-In' progress bar with five steps: Personal Info, Medications, Allergies, Insurance, and Questionnaires. The 'Personal Info' step is active. Below the progress bar is the heading 'Verify Your Personal Information'. There are two main sections: 'Contact Information' and 'Details About Me'. 'Contact Information' includes: '3630 alpine aster', 'SAN ANTONIO TX 78259', 'Going somewhere for a while?' with an 'Add a temporary address' link, and phone numbers '210-319-0241' (home and work) and email 'stevechessher@gm...'. 'Details About Me' includes: 'Preferred First Name' (Not entered), 'Legal Sex' (Male), 'Gender Identity' (Not entered), 'Sex Assigned at Birth' (Not entered), 'Sexual Orientation' (Not entered), 'Marital Status' (Unknown), 'Race' (White or Caucasian), 'Ethnicity' (Non-Hispanic or Non-Latino), and 'Language' (Unknown). Both sections have 'Edit' buttons. At the bottom, there is a checked checkbox 'This information is correct *' and 'Next' and 'Finish later' buttons.

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



The screenshot shows the 'eCheck-In' progress bar with five steps: Personal Info, Medications, Allergies, Insurance, and Questionnaires. The 'Questionnaires' step is active. Below the progress bar, it says 'You've completed 0 of 1 questionnaires for your upcoming appointment.' There is a table with columns 'Status', 'Questionnaire', and 'Options'. The table contains one row: 'UT COVID-19 SCREENING QUESTIONNAIRE' with an 'Answer' button. Below the table are 'Back', 'Finish later', and 'Next questionnaire' buttons. At the bottom, there is a footer with 'Terms & Conditions', 'Contact Us', 'High Contrast Theme', and 'MyChart® licensed from Epic Systems Corporation © 1999 - 2020'.

Complete the questionnaire and click **Continue**.

eCheck-In



UT COVID-19 SCREENING QUESTIONNAIRE

For an upcoming appointment with **COVID TESTING** on 8/13/2021

Have you been in direct contact with anyone who has tested positive for COVID-19 in the last 14 days?

Yes No

Have you been tested for COVID-19 within the last 14 days?

Yes No

If you have been tested, what was the test result?

Positive Negative Waiting on result

Do you have any of the following symptoms?

Select all that apply.

Fever (100.0 °F or greater) Cough Shortness of breath Sore Throat Vomiting Muscle aches
 Loss of taste or smell Chills Diarrhea None

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

eCheck-In



UT COVID-19 SCREENING QUESTIONNAIRE

For an upcoming appointment with **COVID TESTING** on 8/13/2021

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

Question	Answer
Have you been in direct contact with anyone who has tested positive for COVID-19 in the last 14 days?	No
Have you been tested for COVID-19 within the last 14 days?	No
If you have been tested, what was the test result?	
Do you have any of the following symptoms?	None

Your eCheck-in is now complete!

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

eCheck-In Complete



Thanks for using eCheck-In!

The information you've submitted is now on file.

When you arrive, you may need to:

- Sign Documents

COVID Testing

Friday August 13, 2021
 Arrive by 1:30 PM CDT
 Add to calendar

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