Patient MyChart

Main Line Health®
Well ahead.®

Tip Sheet

MYCHART PATIENT INSTRUCTIONS TELEMEDICINE ENCOUNTERS

DESCRIPTION/BACKGROUND

Telemedicine encounters with clinicians require patients to have an active email address. The link for the Video Visit will live in your MyChart account and will also be sent to your email address.

If you do not get the email (usually it takes less than a minute to arrive) have the scheduler double-check the email address and try to resend.

The Service Desk (484-580-1080) takes patient calls and can walk you through the process but try calling your office they can help walk you through this on the first call.

YOUR WORKFLOW

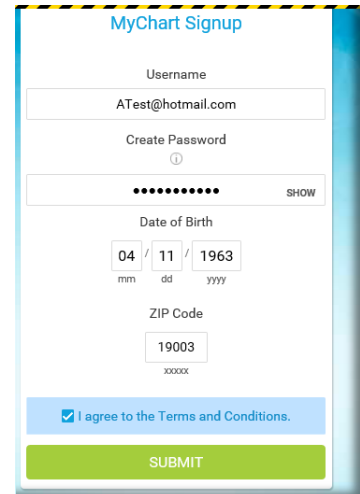### TELEMEDICINE ENCOUNTERS USING MYCHART

1. You will receive an email link to complete registration for MyChart and to complete eCheck In process

donotreply@mlhs.... **Activate your My Main Line Health Chart account!**
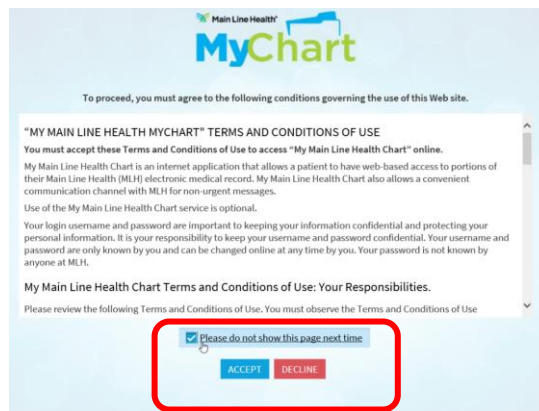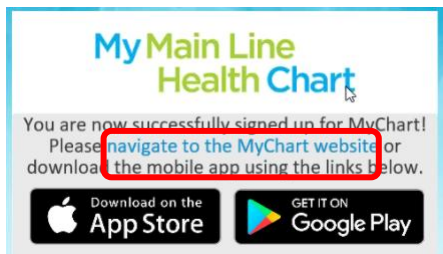
Click on Sign Up for my Main Line Health Chart

SIGN UP FOR MY MAIN LINE HEALTH CHART

1. You must create a password, fill in your date of birth and zip code. You also must check the box to agree to the **Terms and Conditions** .

MyChart Signup

Username
ATest@hotmail.com

Create Password
ⓘ
●●●●●●●●●●   SHOW

Date of Birth
04 / 11 / 1963
mm   dd   yyyy

ZIP Code
19003
xxxxx

☑ I agree to the Terms and Conditions.

SUBMIT

2. Once successfully signed up, you can continue to the MyChart website by clicking on "Navigate to the MyChart website" **OR** download the app for Apple or Android devices. If continuing to the website, accept the terms and conditions once again.

My Main Line Health Chart

You are now successfully signed up for MyChart! Please navigate to the MyChart website or download the mobile app using the links below.

Download on the App Store
GET IT ON Google Play

MyChart

To proceed, you must agree to the following conditions governing the use of this Web site.

"MY MAIN LINE HEALTH MYCHART" TERMS AND CONDITIONS OF USE
You must accept these Terms and Conditions of Use to access "My Main Line Health Chart" online.

My Main Line Health Chart is an internet application that allows a patient to have web-based access to portions of their Main Line Health (MLH) electronic medical record. My Main Line Health Chart also allows a convenient communication channel with MLH for non-urgent messages.

Use of the My Main Line Health Chart service is optional.

Your login username and password are important to keeping your information confidential and protecting your personal information. It is your responsibility to keep your username and password confidential. Your username and password are only known by you and can be changed online at any time by you. Your password is not known by anyone at MLH.

My Main Line Health Chart Terms and Conditions of Use: Your Responsibilities.

Please review the following Terms and Conditions of Use. You must observe the Terms and Conditions of Use

☑ Please do not show this page next time

ACCEPT   DECLINE

3. You will have the opportunity to confirm email and text notifications.

Confirm Your Notification Settings

Please take a moment to confirm your notification settings.

el_____rg
All email notifications are active.

(555)555-5555
☐ Enable All Text Notifications

Confirm

CONFIRM   CONFIRM AND MANAGE NOTIFICATIONS »

For text message alerts, message and data rates may apply.

4. On the **Appointment Details**, take note of the **eCheckin** section and Click on that function to **prepare for your upcoming appointment**. **You MUST complete the ECheck-in 1-7 days prior to that appointment date.**
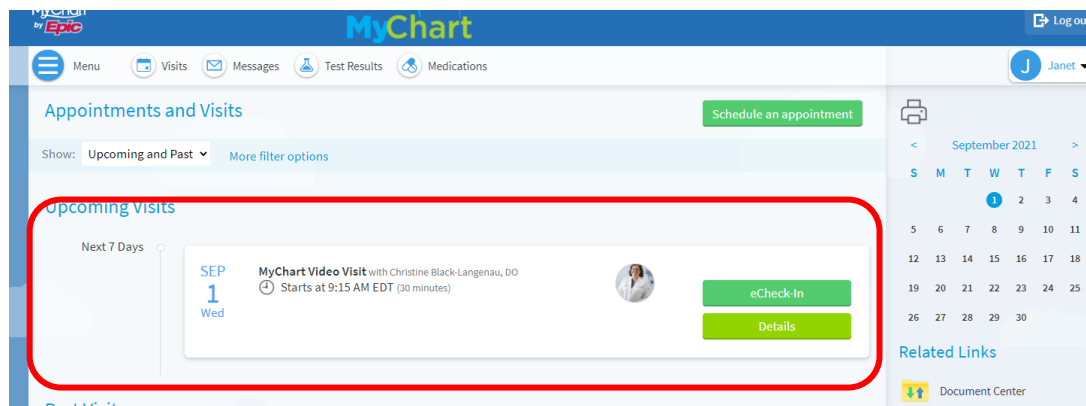
5. During the **eCheck-In** process, you will verify your personal information, medications, allergies, health issues, travel history, any questionnaires, and consent form for the visit.

Personal Info – will be reflected and if you need to make any changes and/or update, use the Edit button
- once completed click in box by This information is correct
- Then click on "Next" to move to next section

Current Medications
- enter your medication information by clicking on Add A Medication and answer associated questions
- enter your Pharmacy information by clicking on Add a Pharmacy
- once completed, click in box to indicate This information is correct

Click Next to move to next section

Allergies – enter your allergy information
- Enter your information by clicking on Add An Allergy
- Once completed, click on the box to indicate This information is correct
- Click Next to move the next section

Health Issues – enter any health issue you may have
- Click on Add a Health Issue
  - Window will open for you to enter your health issue
  - You may receive a drop down menu to make your selection
- Once completed, click on the box to indicate This information is correct
- Click on Next to move to next section

Sign Documents – you will need to electronically sign the above documents by clicking on **Review and Sign**

4

- To successfully complete the ECheck-in, all form(s) **MUST** be completed
- Click on **Review and Sign** and the form will present itself for your review and some questions to be answered
- To electronically sign the form
  - Click in the box By clicking this box I understand and acknowledge that I am signing this document electronically
  - Enter your relationship to the Patient, if you are the patient you may enter "Self"
  - Click in the box Signature of Patient and you will see your name

been answered to my satisfaction. I voluntarily and freely consent to the above and accept its terms.

(Required)
* ☑ *By clicking this box I understand and acknowledge that I am signing this document electronically."*

Relationship to Patient
*
self   **(Required)**

Signature of Patient or Authorized Representative

✔ *April Test*
Signature generated for April Test at 05/13/2020 08:34 PM   **(Required)**

CONTINUE   CLEAR FORM   CANCEL

- Once all forms have been signed, Click Continue
- You will be brought back to the Document Page reflecting all your documents have been signed
- Click Next to Move to next section

eCheck-In

👤 Personal Info   💊 Medications   🧳 Allergies   🩹 Health Issues   ✍ Sign Documents   ✈ Travel History

Trips outside the country
Please update the trips you have taken since April 13, 2020.

You have no trips on file.

+ ADD A TRIP

☑ This information is correct

BACK   NEXT   FINISH LATER

BACK TO THE HOME PAGE

Travel History – enter any trip information
- Click on Add a Trip if you have done any traveling since the identified date
  - If you have not traveled, you do not need to enter any information

- Once completed, click the box to indicate This information is correct
- Click on Next to move to the next section

Questionnaire will present for you to answer the two questions by clicking on the appropriate response(s).
- Once completed, click Continue
- Below screen will present to review your answered questions on the questionnaire
- Click Submit

6. On the day of your appointment and at the appointment time:
   - **Sign into your MyChart Account**
   - **Click on your appointment for today**
   - **Click on Begin Video Visit**.
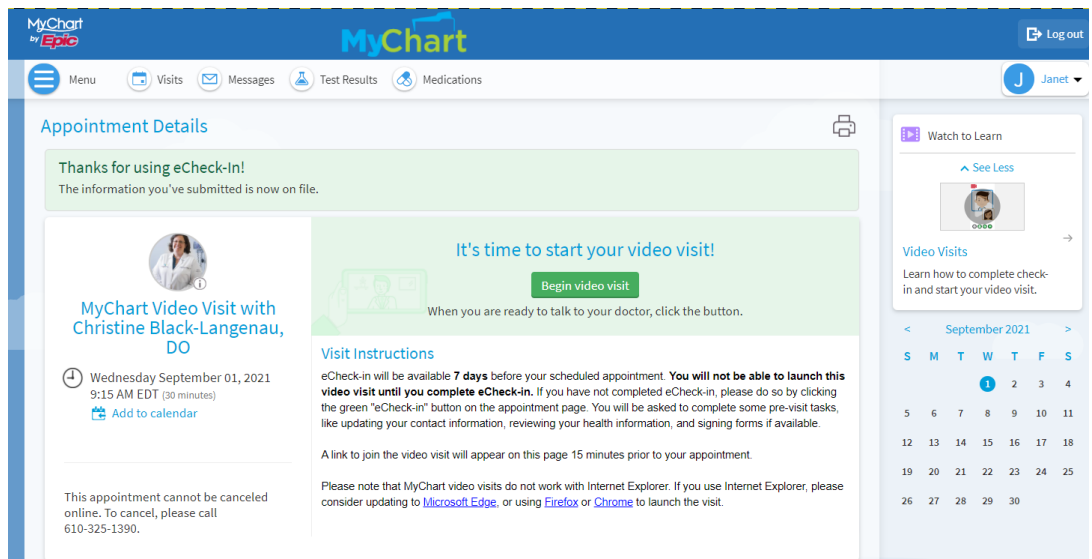
7. You will be brought to a web page **Epic Telehealth**, shown below. Once the Provider joins the meeting; the session will begin.