

## MyChart: Basic Navigation

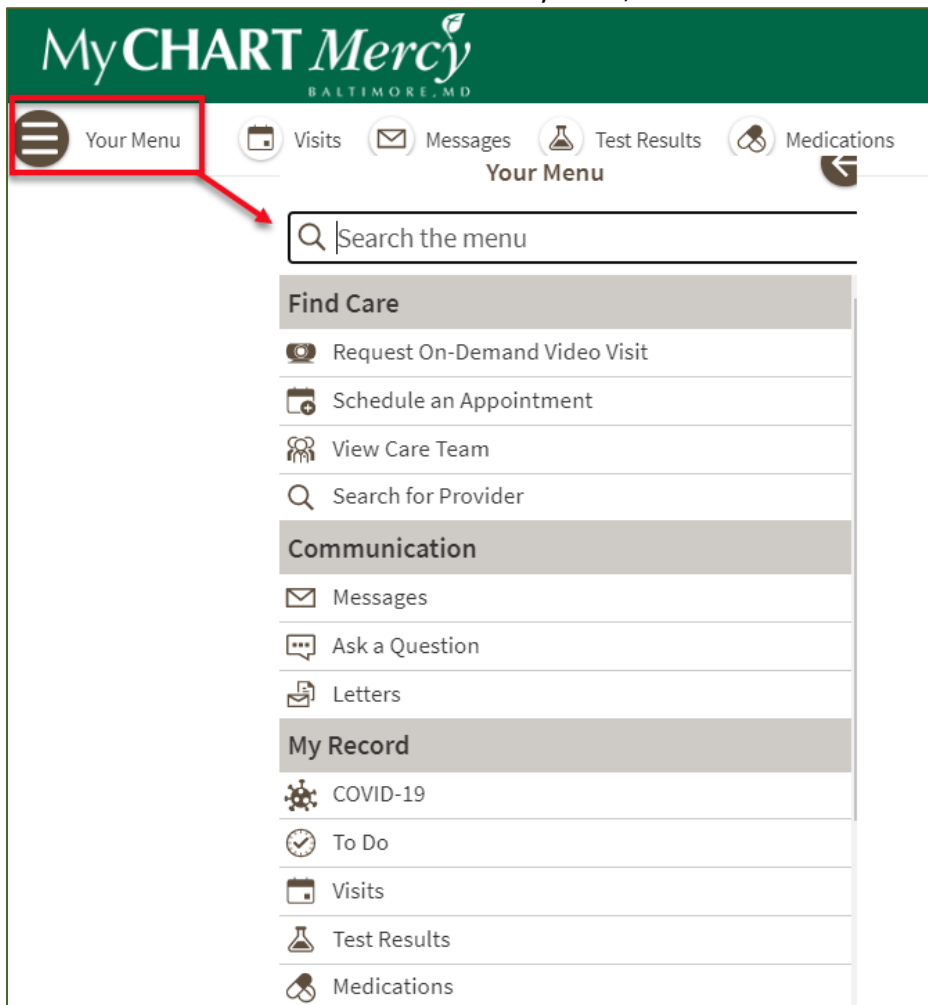
MyChart can be used for a multitude of reasons. Patients can request refills, send questions to providers, pay bills, request appointments, check in for upcoming appointments, and more. This tip sheet provides a basic guide on how to navigate these activities from the MyChart home page.

### Try It Out



1. A toolbar displays on the top of the MyChart home page with links to different activities within MyChart.



2. To see additional activities available in MyChart, click **Your Menu**.





3. In the center of the screen, you will see links for reviewing messages, paying bills, scheduling overdue screenings, reviewing after visit summaries or signing up for paperless billing.
  - a. Click the buttons to view or take action on the items.
4. **Your Care Team and Recent Providers** appear on the right sidebar.
  - a. Click the  icon to request or schedule an appointment with a provider. Whether you can schedule or request an appointment is dependent on the provider.
  - b. Click the  icon to send a message to the provider.

3

Welcome!  
Charles 10

Appointment Scheduled  
Mercy MyChart Team Oct 27  
Appointment Information: Visit Type: Telemedicine Follow Up...  
View message  
View all (18)

New Folate results from Monday October 24, 2022.  
View results

Telemedicine Follow Up  
Nov 1 Tue  
Join by 8:00 AM EDT  
With Fernando Ferro  
View details

Outstanding Balance  
You owe \$92.00  
Maryland Spine Center  
Guarantor #100015191  
Pay now  
View details

4

Your Care Team and Recent Providers

Fernando Ferro  
Primary Care Provider  
Internal Medicine  
a

Albert Polito  
Pulmonary Disease  
b