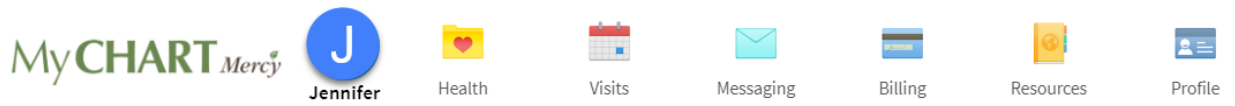


## MyChart: Basic Navigation

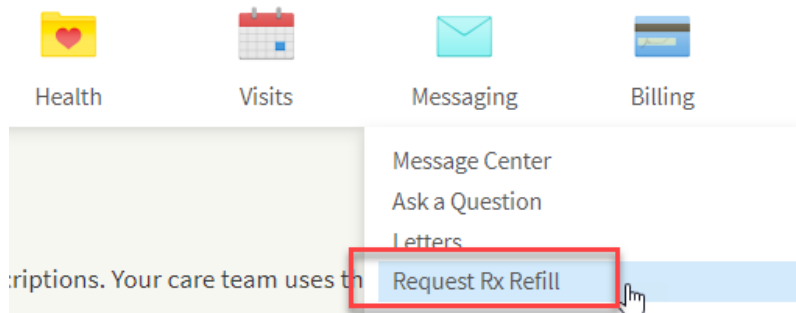
MyChart can be used for a multitude of reasons. Patients can request refills, send questions to providers, pay bills, request appointments, check in for upcoming appointments, etc. This tip sheet provides a basic guide on navigating to these activities from the MyChart home page.

### Try It Out

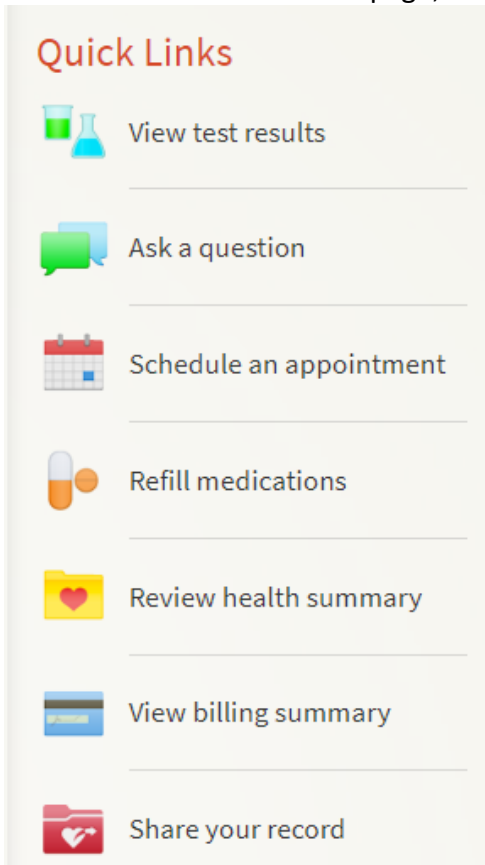
1. A toolbar displays on the top of the MyChart home page with links to the different activities within MyChart.



2. Hover over the icons to see the activities available. Click on the activity you would like to access



3. On the left side of the homepage, a column displays Quick links for the most commonly used activities





4. 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.



Read your messages. You have 4 new messages.



Schedule your Pap Smear.



View your 9 new statements for account #4896.



View details for account #4896, which has \$175.61 due.

5. The “To Do” section displays tasks for you to complete such as schedule appointments or check in for upcoming appointments. Click the links to complete these tasks

To Do

Overdue health reminders:  
Please contact your provider to make arrangements for testing.

Pap Smear  
Overdue since June 29, 2018

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Follow Up Appointment with Louis Halikman, MD  
Monday May 04, 2020  
Starts at 7:30 AM EDT

REQUEST APPT

< April 2020 >

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 4, 2020 >