Tip Sheet

MyChart Instant Activation

- Signing up for MyChart is easy!
- In order to sign up you need an activation code.
- There are two ways to obtain a **MyChart Activation Code**.

Activate via Code from After Visit Summary

1. After every visit with Mercy, be sure to review your *After Visit Summary*.
2. This will provide information about your visit, and the last page will have an activation code for MyChart.
3. The instructions will give you the website and activation code information to create a MyChart account.

MyChart

MyChart allows you to send messages to your doctor, view your test results, renew your prescriptions, schedule appointments, and more.

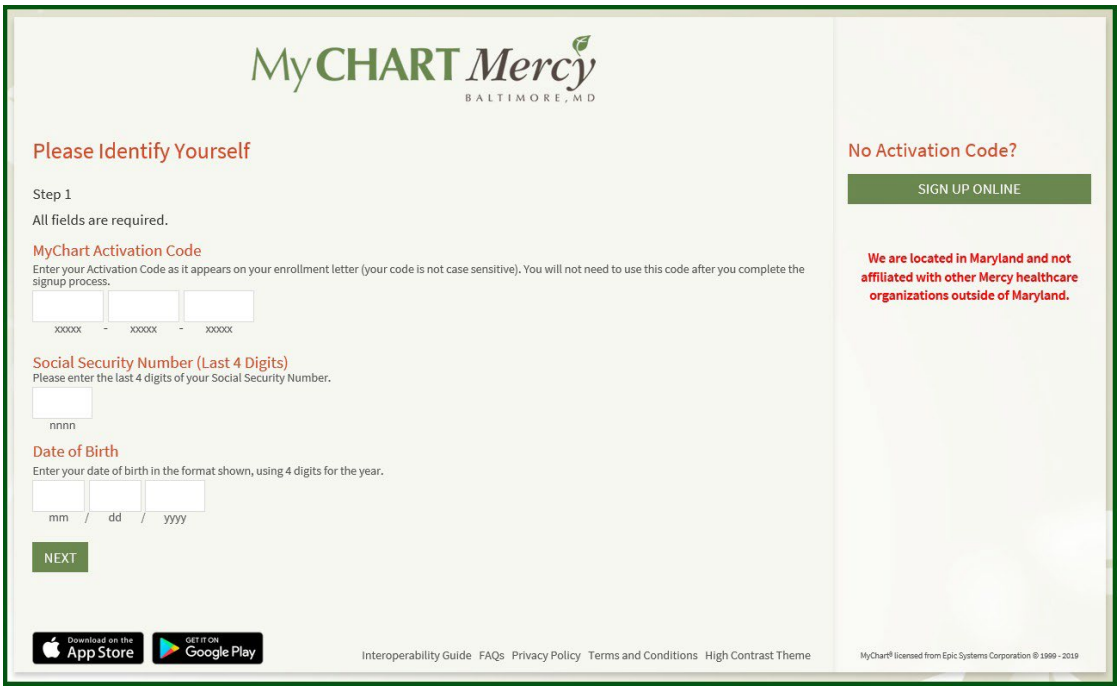
To sign up, go to **https://mychart.mdmercy.com** and click on the **Sign Up Now** link in the New User? box. Enter your MyChart Activation Code exactly as it appears below along with the last four digits of your Social Security Number and your Date of Birth to complete the sign-up process. If you do not sign up before the expiration date, you must request a new code.

MyChart Activation Code:
Expires: 4/16/2020 9:48 AM

If you have questions, you can contact our MyChart support staff at mychartsupport@mdmercy.com. Remember, MyChart is NOT to be used for urgent needs. For medical emergencies, dial 911.

Sincerely,

Mercy Health Services



MyCHART Mercy
BALTIMORE, MD

Please Identify Yourself

Step 1

All fields are required.

MyChart Activation Code

Enter your Activation Code as it appears on your enrollment letter (your code is not case sensitive). You will not need to use this code after you complete the signup process.

xxxxx - xxxxx - xxxxx

Social Security Number (Last 4 Digits)

Please enter the last 4 digits of your Social Security Number.

nnnn

Date of Birth

Enter your date of birth in the format shown, using 4 digits for the year.

mm / dd / yyyy

NEXT

No Activation Code?

SIGN UP ONLINE

We are located in Maryland and not affiliated with other Mercy healthcare organizations outside of Maryland.

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Activate via Email from Your Provider's Office

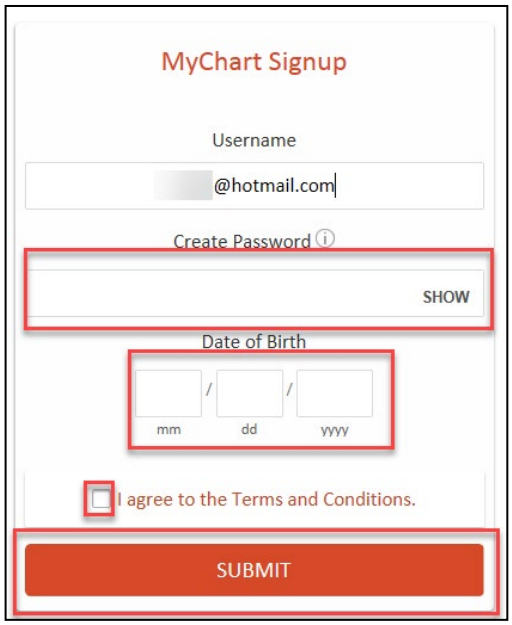
1. Call your provider's office and ask them to send you an activation code.
2. They will ask you to confirm your email address.
3. You will receive an email from your provider's office with a link to sign up for MyChart.

Dear [redacted],

MyChart allows you to send messages to your doctor, view your test results, schedule appointments, and more.

Use this link to sign up for MyChart now.

4. When you click the link, the below MyChart Signup window will appear.
   a. Your email will automatically populate as the username but you are able to change the username from this window.
   b. Fill in the rest of your information:

All you have to do is:
✓ Create a password
✓ Enter your date of birth
✓ Check the box to agree to the terms and conditions
✓ Then click **Submit**

5. Once you submit, you will have an active MyChart Account!
6. You can access MyChart via web browser or MyChart mobile app.