Connecting to Your Telehealth Session Through MyChart

This document will show you how to complete the eCheck-In process for Telehealth appointments. You can complete eCheck-In within 7 days before your visit.

- Find patient’s appointment on the MyChart Web Portal
- Complete clinic questionnaires and reviews
- Sign the consent forms
- View your Telehealth appointment details
- Start your visit

**Guardians:** Except in select cases, if your child is under the age of 18, you (the parent or guardian) will need to have your own MyChart access to complete the eCheck-In and sign consents before the appointment. If you need help, please call the MyChart Helpdesk at 720-777-6939 to sign up as a proxy.

Find the Patient’s Appointment

1. Click the name on the upper right-hand corner to open the drop-down list and click the name of the person who has an upcoming visit.

2. To start, find your upcoming Telehealth appointment by clicking **Visits** on the menu bar.
Complete Questionnaires, Medications and Allergy Review
Complete all eCheck-In steps before starting your visit. You may not see all the steps shown below for every visit.

- Verify Demographics and Insurance
- Make payments
- Complete Questionnaires
- Update Medications and Allergies
- Sign Documents

MyChart eCheck-In

1. Find the Telehealth appointment from the Upcoming Visits list and click eCheck-In.

MyChart Visits activity

2. Select Continue at the bottom of the page after filling out each questionnaire.
MyChart Questionnaire

3. Review and update the information in the Medications and Allergy sections, then click **This information is correct**. Click **Next**.

MyChart Medication review

! Selecting **Finish Later** will cancel your eCheck-in and you will need to return to this section to complete eCheck-in.

Sign Consents

1. Click **Review and sign** to sign each consent.

MyChart Sign Documents

2. The green **Signed on** will confirm the consents have been signed. Click **Submit**.
   a. The **Submit** button only becomes available once all eCheck-In steps are completed.
3. The confirmation page will say **Thanks for using eCheck-In!** You can leave this page and return at the time of your appointment.
View your Telehealth Appointment Details

1. From the Visits activity, you can verify your eCheck-In is completed when a green check mark ✅ appears in the lower right corner of the appointment.
2. Click Details to access the appointment details and instructions on how to connect to a Telehealth session.

MyChart Visit activity

Start your Visit

1. Once inside the Appointment Details, click Begin video visit to start your Telehealth session.
   a. You can start your visit within 30 minutes of your scheduled appointment time.

MyChart Telehealth visit