

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.

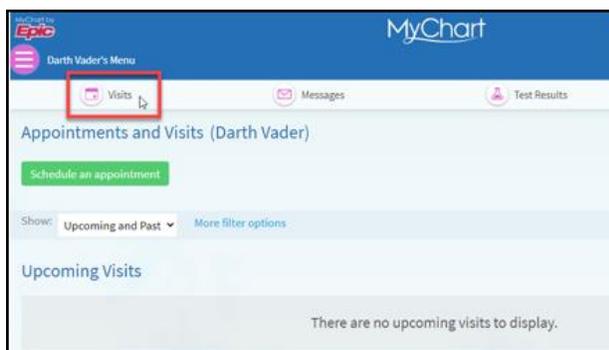
Find the Patient's Appointment

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.



MyChart Newsfeed

2. To start, find your upcoming Telehealth appointment by clicking **Visits** on the menu bar.

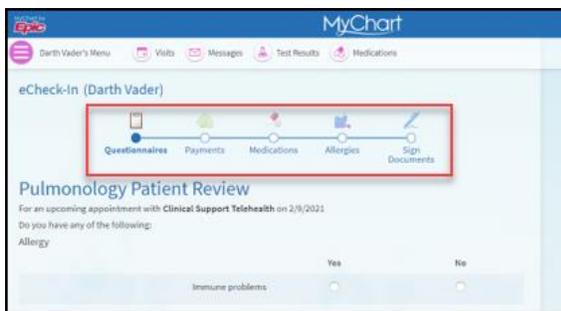


MyChart Patient Account

Complete Questionnaires, Medications and Allergy Review

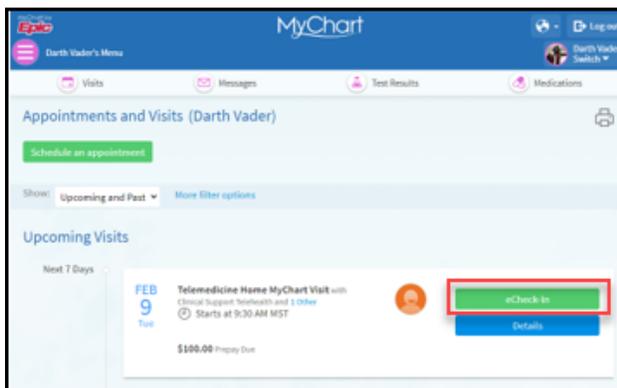
Complete all **eCheck-In** steps before starting your visit. You may not see all the steps shown below for every visit.

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



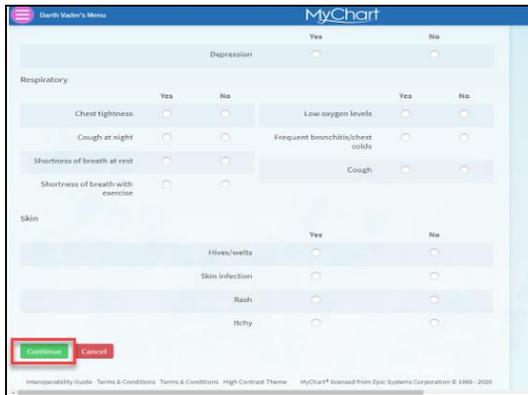
MyChart eCheck-In

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



MyChart Visits activity

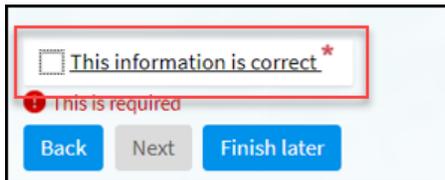
2. Select **Continue** at the bottom of the page after filling out each questionnaire.



The screenshot shows a MyChart questionnaire for 'Darth Vader's Menu'. It includes sections for 'Depression', 'Respiratory' (with sub-sections for chest tightness, cough, and shortness of breath), and 'Skin' (with sub-sections for hives, skin infection, rash, and itchy). Each item has 'Yes' and 'No' radio button options. At the bottom, there are 'Continue' and 'Cancel' buttons.

MyChart Questionnaire

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



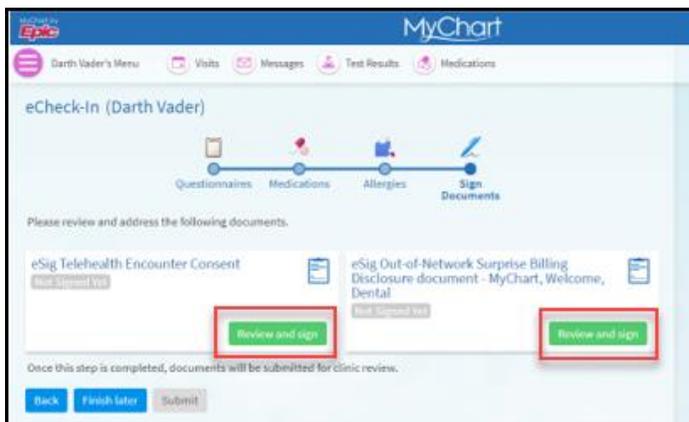
The screenshot shows a confirmation box with a red border. It contains a checked checkbox next to the text 'This information is correct *'. Below this is a red error message 'This is required'. At the bottom, there are three buttons: 'Back', 'Next', and 'Finish later'.

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

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



The screenshot shows the 'eCheck-In (Darth Vader)' page in MyChart. It features a progress bar with four steps: Questionnaires, Medications, Allergies, and Sign Documents. Below the progress bar, it says 'Please review and address the following documents.' There are two document cards: 'eSig Telehealth Encounter Consent' and 'eSig Out-of-Network Surprise Billing Disclosure document - MyChart, Welcome, Dental'. Each card has a 'Review and sign' button highlighted with a red box. At the bottom, there are 'Back', 'Finish later', and 'Submit' buttons.

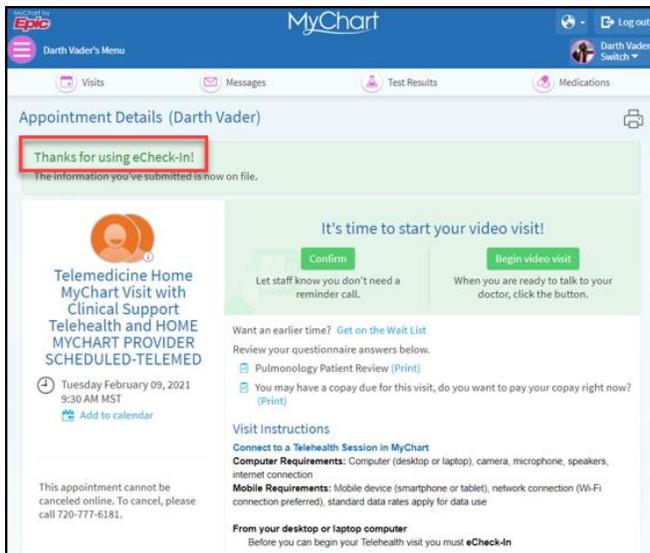
MyChart Sign Documents

- The green **Signed on** will confirm the consents have been signed. Click **Submit**.
 - The **Submit** button only becomes available once all eCheck-In steps are completed.



MyChart Sign Documents

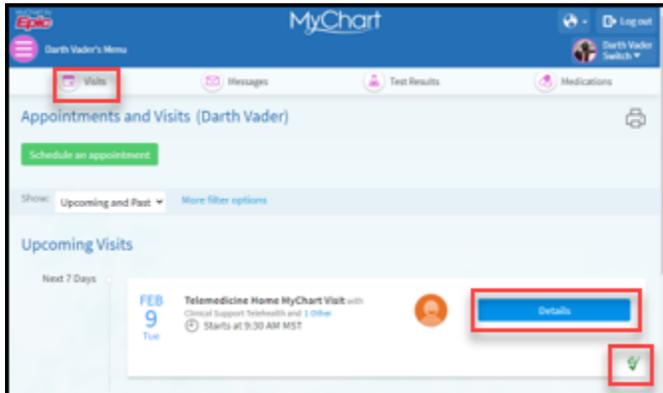
- The confirmation page will say **Thanks for using eCheck-In!** You can leave this page and return at the time of your appointment.



MyChart eCheck-In Confirmation

View your Telehealth Appointment Details

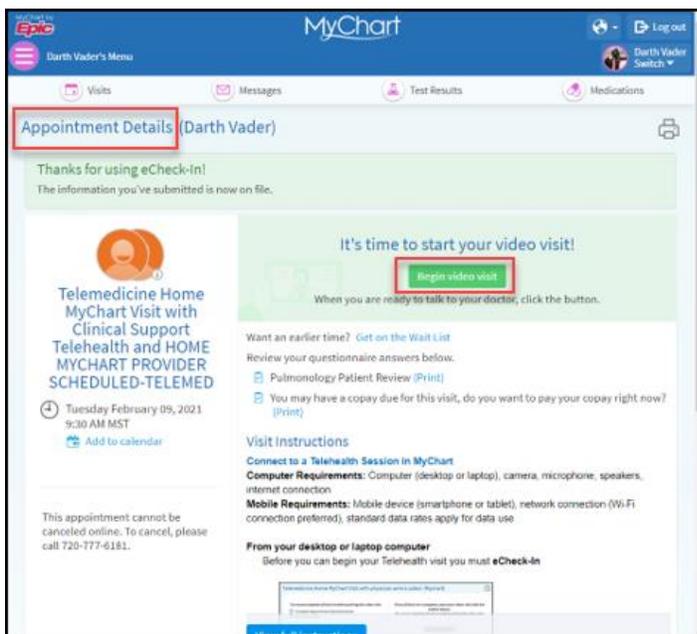
1. From the **Visits** activity, you can verify your eCheck-In is completed when a green check mark  appears in the lower right corner of the appointment.
2. Click **Details** to access the appointment details and instructions on how to connect to a Telehealth session.



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