

eCheck-in Workflow for Patients

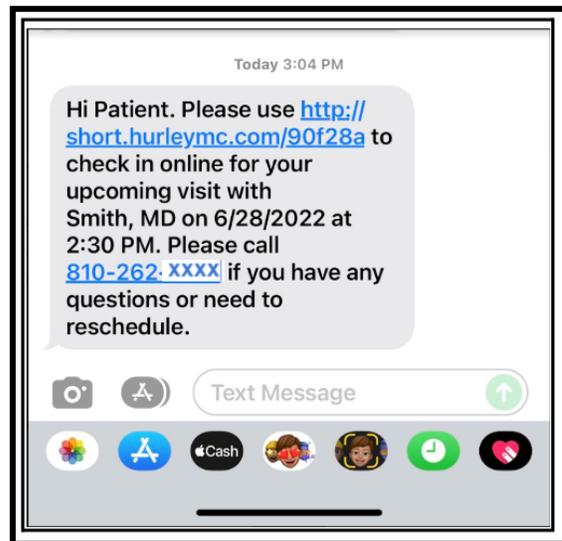
What is eCheck-in?

eCheck-in is an online process that allows you to update your information on our patient portal ahead of your appointment to expedite your visit. You can update your personal information, insurance information, medications, allergies and health issues at a minimum. This information will file into your chart and become visible to your provider.

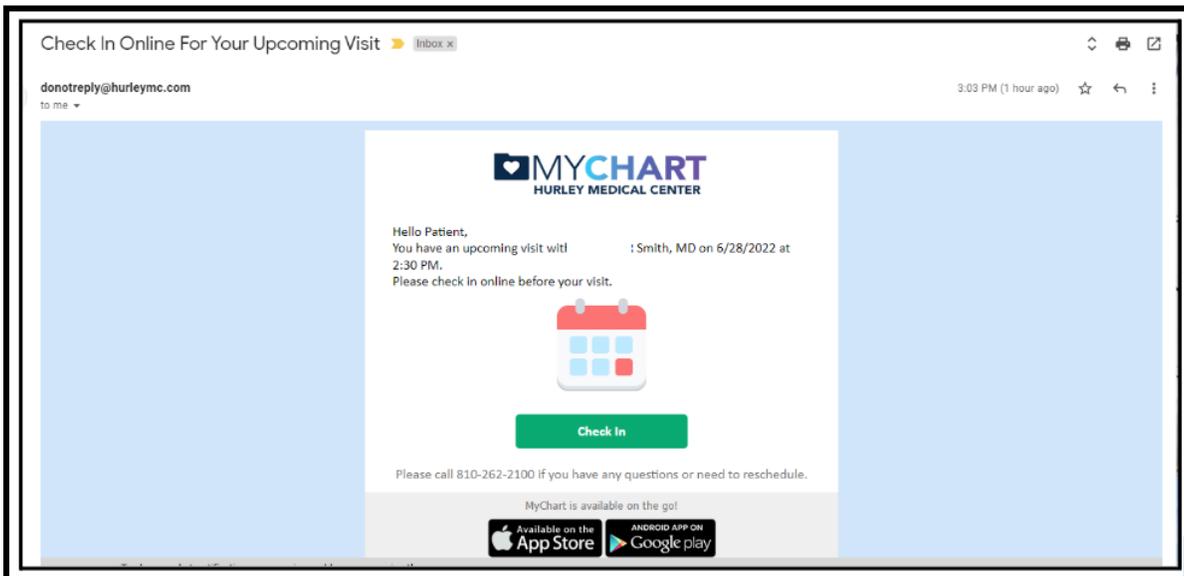
eCheck-in Notification- 1 day prior to your appointment

Most of our patients will receive a link via text and email to complete eCheck-in for their visit

Text Notification will look similar to this

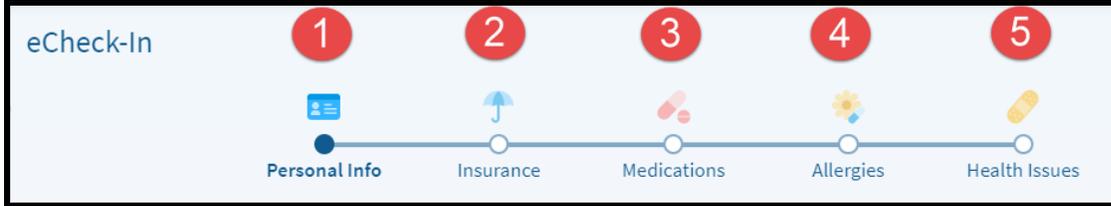


Email Notification will look similar to this



eCheck-in Access and Update in MyChart (Patient Portal)

The link will take you to MyChart to review and update your information.



Step 1: Personal Info

View your Personal Info containing address, phone, email and marital status. If everything is correct and nothing needs to be changed, click “Next”. If you need to edit your information, click “Edit” to update.

Once finished with your updates, click “Save Changes” then click “Next”

Step 2: Insurance

Add or review your insurance information, as well as upload your insurance card(s).

Start by clicking “Use insurance” and then choose “Add a coverage”

Under “Add a coverage” choose the type of coverage, add the member number, choose if you are the policy holder and upload a photo of the front and back of the insurance card. Click “Submit”

When the insurance has been added, you will see it listed as Pending Review. Click “Next”

Step 3: Medication

Review and update any medications you are currently taking, as well as your preferred pharmacy

Current Medications
Please review your medications and verify that the list is up to date. **Call 911 if you have an emergency.**

omeprazole 10 mg capsule
Commonly known as: Prilosec
[Learn more](#)

Remove

3

Click "Remove" to remove a medication you no longer take, or "Report a medication" to add one

[+ Report a medication](#)

Medications You Reported Taking
Medications will not be added until your provider reviews them in a future visit.

Vyvanse 10 mg Cap
[Learn more](#)
Started taking on June 27, 2022
Comments: Evon testing

Remove

Click "Remove" to remove a previously listed pharmacy, or "Add a pharmacy" to add one. Click "Next" when finished

Select a Pharmacy for This Visit

CVS # 8102 - CLARKSTON, MI - 7091 DIXIE HIGHWAY
7091 DIXIE HIGHWAY CLARKSTON MI 48346

[+ Add a pharmacy](#)

[Clear pharmacy selection](#)

[Next](#) [Back](#) [Finish later](#)

“Report a medication” will bring up a search bar to that allows you to search for the medication

Report a medication that you are taking

Search for a medication

Step 4: Allergies

Review previously listed allergies and report any not listed

Please review your allergies and verify that the list is up to date. **Call 911 if you have an emergency.**

Acetaminophen
Nausea Only
Added 6/22/2022
 [Learn more](#)

Remove

Report an allergy

Allergies You Reported

Center-Al House Dust
Other (See Comments)
Comments: Cough
 [Learn more](#)

Remove

**Remove allergies by clicking the "Remove" button or report a new allergy by clicking "Report an allergy"
Click "Next" when finished**

[Next](#) [Back](#) [Finish later](#)

Clicking "Report an allergy" will open up a search bar that allows you to search for the allergy

Report an Allergy

Search for an allergy

Step 5: Health Issues

Review previously listed health issues and report any not listed

Please review your health issues and verify that the list is up to date. **Call 911 if you have an emergency.**

Heartburn
Added 6/23/2022
[Learn more](#)
 Remove

+ Report a health issue

Health Issues You Reported

ADHD (attention deficit hyperactivity disorder)
Added 6/27/2022
Comments: Evon Testing
[Learn more](#)
 Remove

Remove health issues by clicking the "Remove" button or report a new health issue by clicking "Report a health issue" Click "Submit" when finished

Submit Back Finish later

Clicking "Report a health issue" will open up a search bar that allows you to search for the health issue

Report a Health Issue

Search for a health issue

Congratulations! You have successfully completed eCheck-in! You are all set for your upcoming appointment!

eCheck-In Complete

Thanks for using eCheck-In!
The information you've submitted is now on file.

When you arrive, check in at the front desk, you may need to:

- Scan Insurance Card
- Sign Documents
- Complete Your MSPQ
- Verify Emergency Contacts

Note: your provider may have additional questionnaires or consent forms for you to sign depending on your visit.