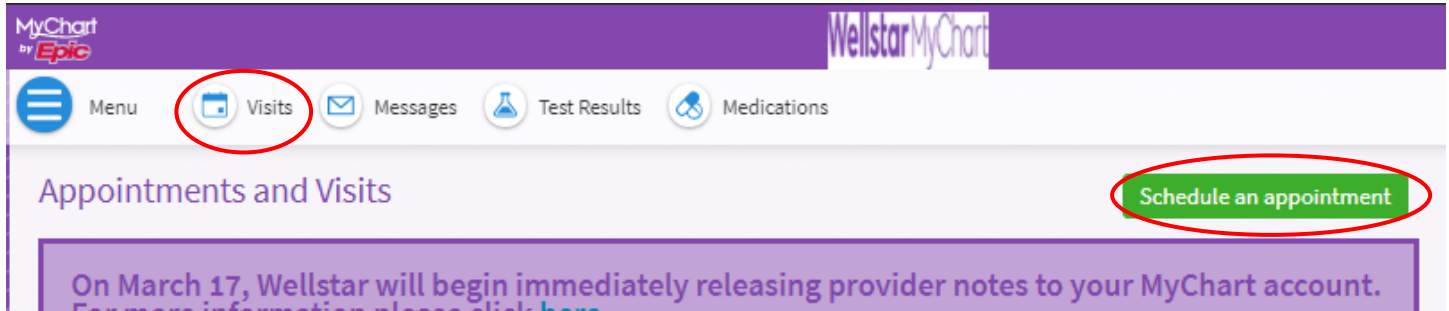Wellstar

How Do I Schedule an Appointment?

This tip sheet describes how to schedule an appointment and complete eCheck-in using your Wellstar MyChart account.
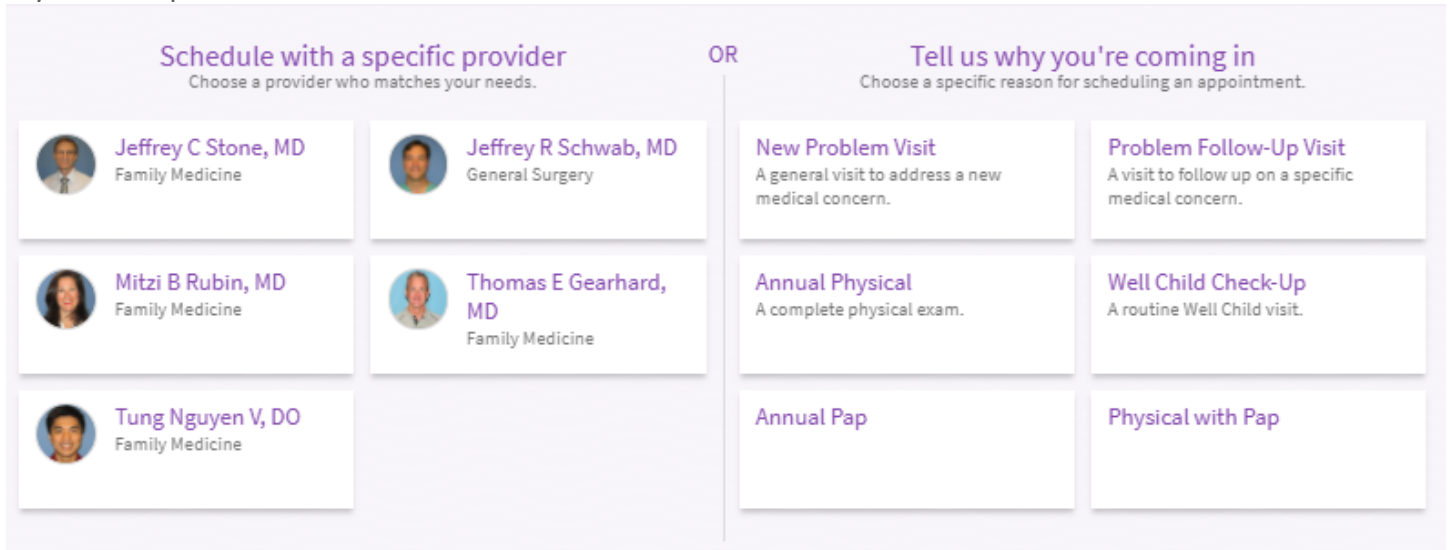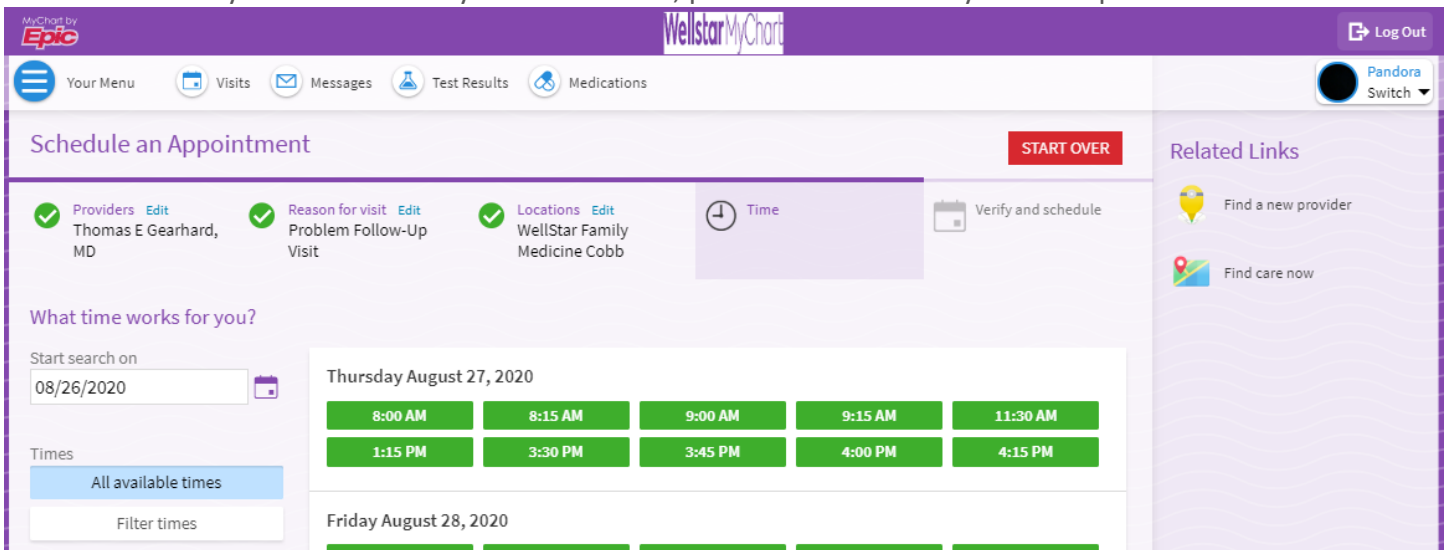

Try It Out

1. Upon logging into your MyChart account, click on the 'Visit' menu or the 'Schedule an appointment' button

MyChart by Epic   Wellstar MyChart

Menu   Visits   Messages   Test Results   Medications

Appointments and Visits   Schedule an appointment

On March 17, Wellstar will begin immediately releasing provider notes to your MyChart account.
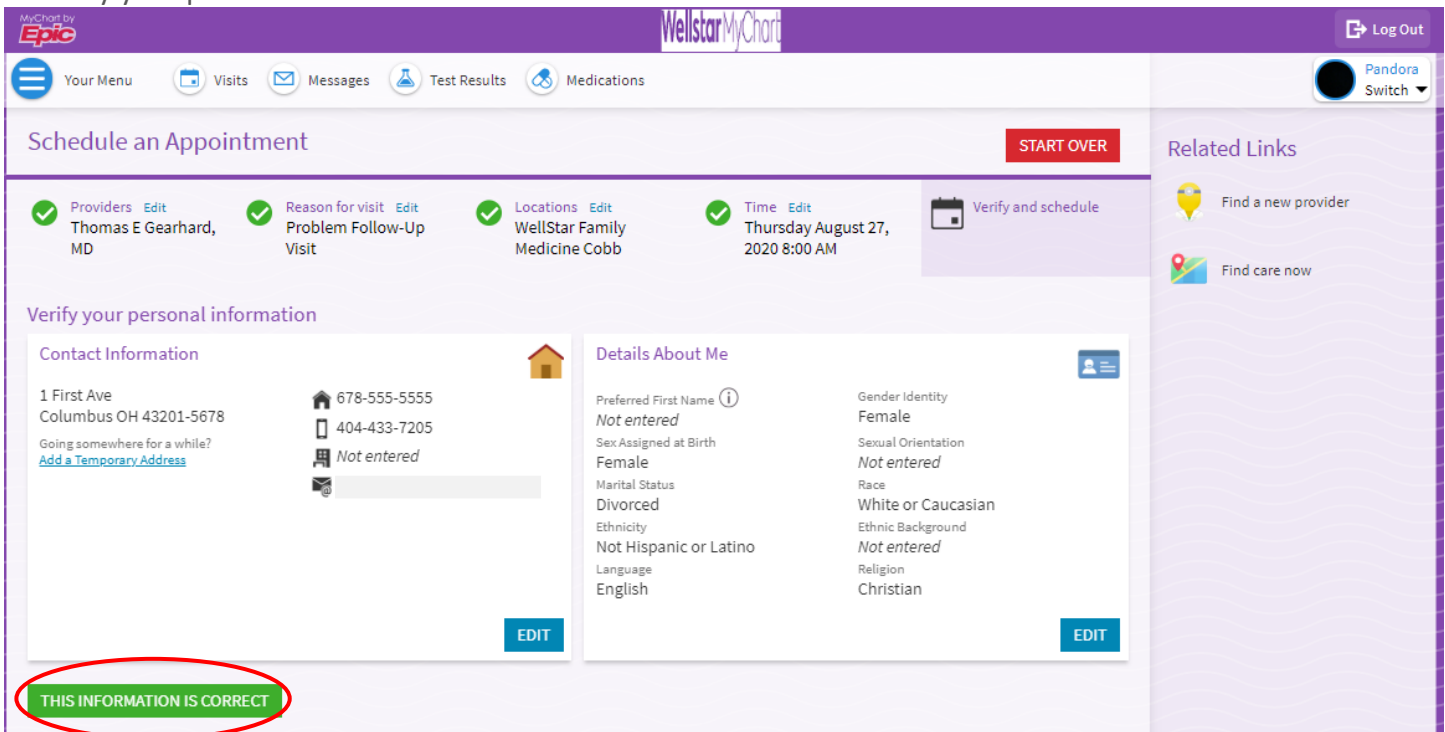For more information please click here

2. Select your provider and/or the reason why you are coming in. Providers you have previously seen within the past two years will display on the left pane. If you do not see your WellStar provider, please contact the MyChart Help Desk

Schedule with a specific provider
Choose a provider who matches your needs.

OR

Tell us why you're coming in
Choose a specific reason for scheduling an appointment.

Jeffrey C Stone, MD Family Medicine	Jeffrey R Schwab, MD General Surgery	**New Problem Visit** A general visit to address a new medical concern. · **Problem Follow-Up Visit** A visit to follow up on a specific medical concern.
Mitzi B Rubin, MD Family Medicine	Thomas E Gearhard, MD Family Medicine	**Annual Physical** A complete physical exam. · **Well Child Check-Up** A routine Well Child visit.
Tung Nguyen V, DO Family Medicine		**Annual Pap** · **Physical with Pap**

Wellstar

3. Next, you will be asked to select your location. The only location(s) that will be available to you are those in which you have had a completed visit with a WellStar provider within the past two years. Select your desired time and date. If you do not see any available times, please contact the MyChart Help Desk

WellstarMyChart

MyChart by Epic | Log Out

Your Menu | Visits | Messages | Test Results | Medications | Pandora Switch ▼

Schedule an Appointment | START OVER

Related Links

✓ Providers Edit
Thomas E Gearhard, MD

✓ Reason for visit Edit
Problem Follow-Up Visit

✓ Locations Edit
WellStar Family Medicine Cobb

🕐 Time

📅 Verify and schedule

📍 Find a new provider

📍 Find care now

What time works for you?

Start search on
08/26/2020

Thursday August 27, 2020

| 8:00 AM | 8:15 AM | 9:00 AM | 9:15 AM | 11:30 AM |
| 1:15 PM | 3:30 PM | 3:45 PM | 4:00 PM | 4:15 PM |

Times
All available times
Filter times

Friday August 28, 2020

4. Verify your personal information and select 'This Information is Correct'

WellstarMyChart

MyChart by Epic | Log Out

Your Menu | Visits | Messages | Test Results | Medications | Pandora Switch ▼

Schedule an Appointment | START OVER

Related Links

✓ Providers Edit
Thomas E Gearhard, MD

✓ Reason for visit Edit
Problem Follow-Up Visit

✓ Locations Edit
WellStar Family Medicine Cobb

✓ Time Edit
Thursday August 27, 2020 8:00 AM

📅 Verify and schedule

📍 Find a new provider

📍 Find care now

Verify your personal information

Contact Information 🏠

1 First Ave
Columbus OH 43201-5678

Going somewhere for a while?
Add a Temporary Address

🏠 678-555-5555
📱 404-433-7205
🖥 Not entered
✉

Details About Me

Preferred First Name ⓘ	Gender Identity
Not entered	Female
Sex Assigned at Birth	Sexual Orientation
Female	Not entered
Marital Status	Race
Divorced	White or Caucasian
Ethnicity	Ethnic Background
Not Hispanic or Latino	Not entered
Language	Religion
English	Christian

EDIT

EDIT

THIS INFORMATION IS CORRECT

Wellstar

5. Verify your insurance and select if you will use insurance for this visit. You can now upload your coverage while scheduling an appointment. After submitting your coverage, it will display as pending until it has been approved

Schedule an Appointment — START OVER

Related Links
- Find a new provider
- Find care now

Providers Edit	Reason for visit Edit	Locations Edit	Time Edit	Verify and schedule
Thomas E Gearhard, MD	Problem Follow-Up Visit	WellStar Family Medicine Cobb	Thursday August 27, 2020 8:00 AM	

Verify your insurance

Responsibility for Payment

*Would you like to use insurance to pay for this appointment? ⓘ

[Use insurance] [Do not bill insurance]

Insurance on File

Covid19 Hrsa Uninsured Testing And Treatment Fund
Covid19 Hrsa Uninsured Treatment Fund

Subscriber Name
Mychart, Pandora

Subscriber Number
345345345

⊡ ADD INSURANCE CARD PHOTOS
Uploading images of your card now will help speed up the check-in process for your next visit.

+ ADD A COVERAGE

✏ Update coverage
🗑 Remove coverage

[THIS INFORMATION IS CORRECT]

6. Provide a brief explanation of the most important thing you want addressed during this visit. Next, decide if you want to be added to the waitlist and if you would like to keep these appointment preferences as a favorite. Click 'Schedule'.

Schedule an Appointment — START OVER

Related Links
- Find a new provider
- Find care now

Providers Edit	Reason for visit Edit	Locations Edit	Time Edit	Verify and schedule
Thomas E Gearhard, MD	Problem Follow-Up Visit	WellStar Family Medicine Cobb	Thursday August 27, 2020 8:00 AM	

Is everything correct?

Problem Follow-Up Visit with Thomas E Gearhard, MD

🕐 Thursday August 27, 2020
Arrive by 7:45 AM
Starts at 8:00 AM (15 minutes)

📍 Wellstar Family Medicine Cobb
1790 Mulkey Road Suite 8A
AUSTELL GA 30106-1121
770-944-1830

*What is the most important thing you want addressed during this visit?

Before scheduling...
☐ Join the wait list and be notified if earlier appointments open up
☐ Favorite this appointment to easily schedule again later

[SCHEDULE]
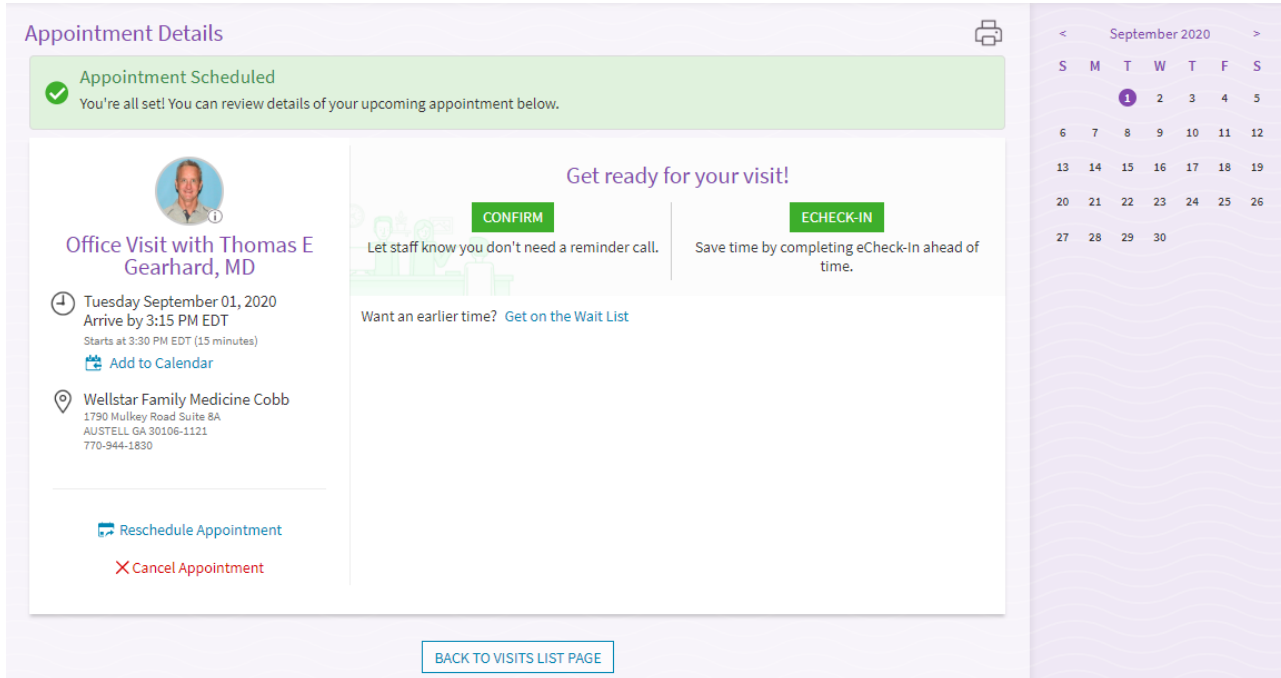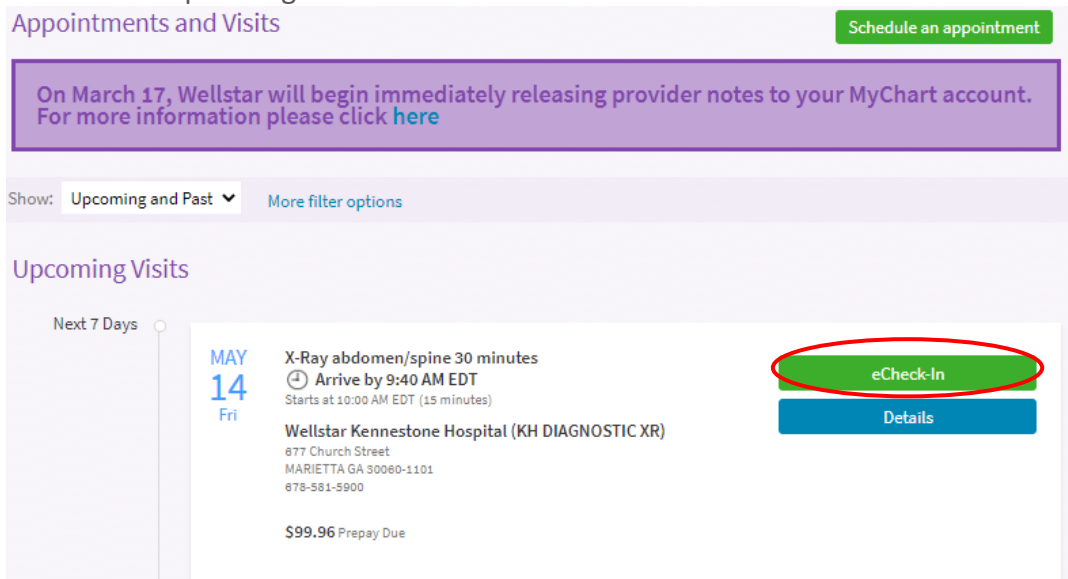
7. Upon clicking the 'Schedule' button, depending on your communication preferences you will receive a MyChart message, email, and push notification on the MyChart mobile app confirming your appointment creation. **Please note:** You will only be able to cancel your appointment **24 hours** before your scheduled appointment
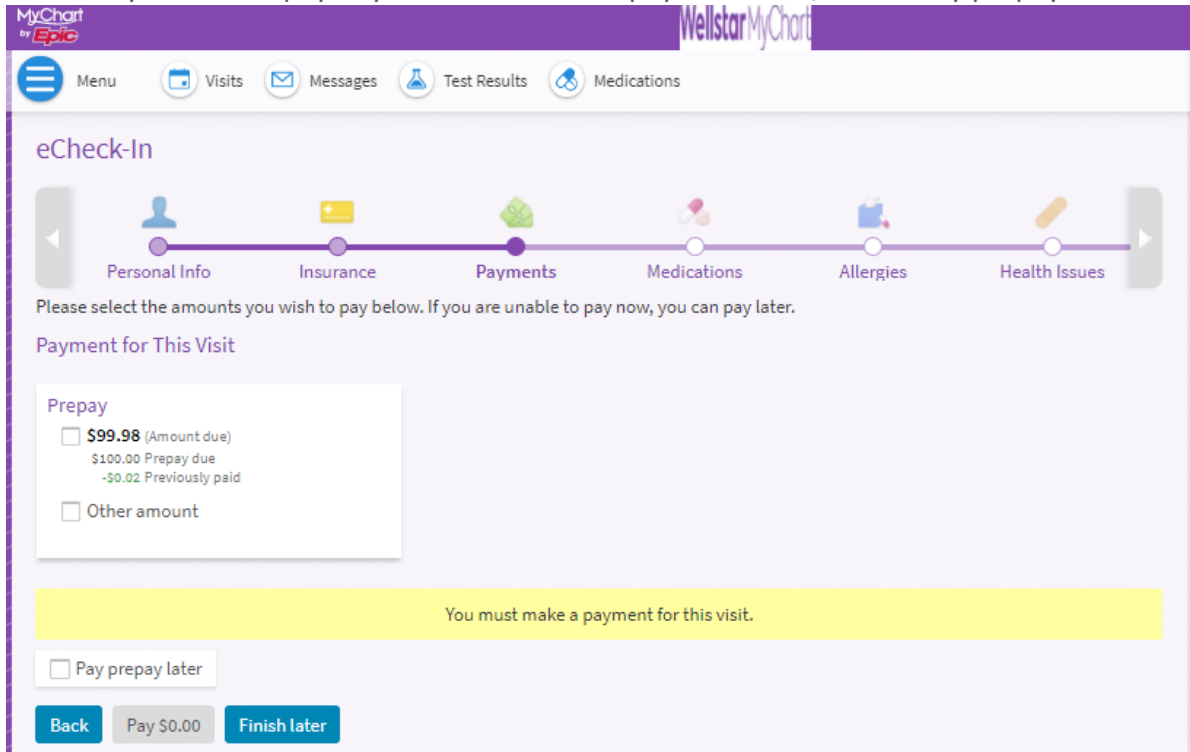

8. To save time at your visit, complete eCheck-in 7 days before your scheduled appointment. Select 'eCheck-in' for the desired visit in the Upcoming Visits section

![Wellstar logo]

9. Confirm or edit your personal information and insurance. If your appointment has a pre-payment available, select the amount you wish to pay. If you wish to make a payment later, select 'Pay prepay later'.
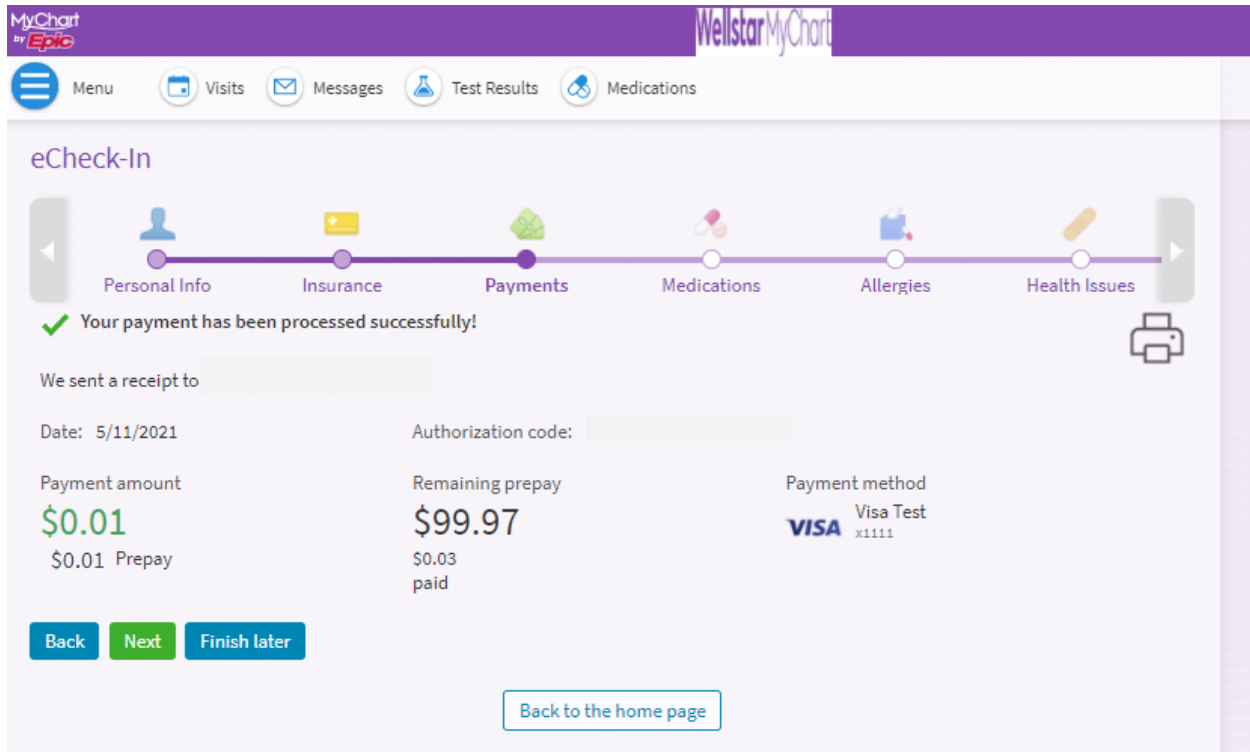
10. If your payment is approved, you will progress through eCheck-in and receive an email of your receipt to the email address on file.

Thank you for your payment!

D donotreply@wellstar.org
To
Tue 5/11/2021 10:37 AM

Reply | Reply All | Forward | ...

Wellstar Health System

Thank you for your payment.

Payment amount:	0.01
Payment method:	Visa x1111
Authorization code:	
Payment date:	May 11, 2021

View all statements and payments online by signing into MyChart.
Please call 470-245-9998 if you have any questions.

12. Complete the remaining items in eCheck-in. You may be asked to complete items at your appointment if you have not completed them in eCheck-in.

Please note: Always use the most recently generated activation code to activate your MyChart account. When a new code is generated the previous code is invalidated and you will receive an error when attempting to complete sign-up.

If you need further assistance please contact the MyChart Service desk hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Phone: 470-644-0419 Fax: 770-999-2306 Email: mycharthelp@wellstar.org