

Schedule an Appointment

This tip sheet describes how to schedule an appointment in MyChart

Try It Out

1. Upon logging into your MyChart, click on the 'Schedule an Appointment' link found in the 'Visits' menu

The screenshot shows the MyChart home page. At the top, there is a navigation bar with icons for Cam, Health, Visits, Messaging, Billing, Resources, and Profile. The 'Visits' icon is circled in red. Below the navigation bar, a dropdown menu is open for 'Visits', with the 'Schedule an Appointment' option highlighted in blue and circled in red. The main content area includes a 'Welcome!' message, a list of notifications (e.g., 'Read your messages. You have 27 new messages.'), and a 'Quick Links' sidebar on the right with options like 'View test results', 'Ask a question', 'Schedule an appointment', 'Refill medications', 'Review health summary', and 'View billing summary'.

2. Select your provider and/or the reason why you're 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.

The screenshot shows the 'Schedule an Appointment' page. The 'Visits' icon in the navigation bar is highlighted. The page is divided into two main sections: 'Schedule with a provider you've seen before' and 'Tell us why you're coming in'. Under the first section, a provider card for 'Internal Medicine, MD' is shown. Under the second section, there are six appointment reason cards: 'New Problem Visit', 'Problem Follow-Up Visit', 'Annual Physical', 'Well Child Check-Up', 'Annual Pap', and 'Physical with Pap'. Each card includes a brief description of the appointment type.

- After making your selections, 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.

WELLSTAR MyChart | **Cam** | Health | Visits | Messaging | Billing | Resources | Profile

Schedule an Appointment Start Over

Providers [Edit](#)
 [redacted], MD

Reason for visit [Edit](#)
 New Problem Visit

Locations [Edit](#)
 WellStar Family Medicine Cobb

Time

[Verify and schedule](#)

What time works for you?

Start search on

Times

Thursday August 15, 2019

Friday August 16, 2019

- 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

✓ [Providers](#) [Edit](#)
Thomas E Gearhard, MD
✓ [Reason for visit](#) [Edit](#)
New Problem Visit
✓ [Locations](#) [Edit](#)
WellStar Family Medicine Cobb
✓ [Time](#) [Edit](#)
Monday August 19, 2019 11:30 AM
 [Verify and schedule](#)

Verify your insurance

Responsibility for Payment

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

Use insurance Do not bill insurance

If you have any privacy concerns, you may choose not to have your insurance billed for this appointment. You will then be responsible for the full cost of the appointment.

Insurance on File

You have no insurance on file.

[+ ADD A COVERAGE](#)

5. 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'd like to keep these appointment preferences as a favorite. Click 'Schedule'.

6. 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.

7. If you decided to save your appointment as a favorite, it will display near the top of the 'Schedule an Appointment' page. Favorite appointments save you time when scheduling an appointment by saving your preferred provider, location and reason for visit. You can delete the favorite by clicking the 'X' in the top-right hand corner of the card.

WELLSTAR MyChart

Cam Health Visits Messaging Billing Resources Profile

Schedule an Appointment

Your scheduling favorites

New Problem Visit with [redacted], MD
WellStar Family Medicine Cobb
Schedule Now

OR

Schedule with a provider you've seen before

Choose a provider who matches your specific needs.

[redacted], MD
Internal Medicine

[redacted], MD
Family Medicine

Tell us why you're coming in

Choose a specific reason for scheduling an appointment.

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.

Annual Physical
A complete physical exam.

Well Child Check-Up
A routine Well Child visit.

Annual Pap

Physical with Pap

8. From the 'Appointments and Visits' screen you can review previous and future appointments, cancel or reschedule a future appointment, review your previous notes and after visit summaries. **Please note:** You will only be able to view your past encounter(s) notes and after visit summary after you have had a completed visit with that provider. Certain types of appointments/visits will not display such as canceled, missed and others.

Please Note: If you have any other questions or need further assistance, please contact our service desk. Hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. You can contact the MyChart Service Desk by phone at 470-644-0419, by e-mail at mycharthelp@wellstar.org, or by fax at 770-999-2306. Remember, MyChart is **NOT** to be used for urgent needs. **For medical emergencies, dial 911.**