MyChart Patients

MyChart Self Scheduling Imaging Exams

This document will show a patient the steps that will be taken in order to schedule their Imaging appointment through the MyChart portal. This process is started when a patient is seen by a Provider, and that Provider creates an order in Epic for them to have an Imaging exam done.

Try It Out!

Once the Provider orders an imaging exam for you, you will receive an email letting you know there is an imaging exam to be scheduled. The email will contain a link that will direct you to the MyChart portal to start the process of scheduling the appointment. See example below…

Hello ***, your Provider has ordered an imaging exam for you. Please sign in to your MyChart account to schedule your appointment: [https://test-mychart.wellstar.org/mychart/](https://test-mychart.wellstar.org/mychart/).

Follow the steps to complete your MyChart Self Scheduling:

1. You will log in to MyChart

![MyChart log in screen](image)

2. Access the scheduling ticket from the Schedule an Appointment feature.

![Schedule an Appointment](image)
3. Click the **SCHEDULE NOW** icon on the appropriate Imaging exam to start the scheduling process.

4. Complete the Brief Questionnaire associated with the Imaging Exam you selected to schedule. This can be done by selecting your answer to each question and clicking Continue.

   ***Below just provides an example of a Bone Density Test question. Other Imaging exams will have a specific set of questions. Please answer the questions as appropriate***

5. Once the Brief Questionnaire is completed, you will Select the Location where you prefer to go for your Imaging Exam that is being scheduled.
6. Select from the Available Date and Time slots that works best for you.
7. Next you will Verify your Personal Information and click the **THIS INFORMATION IS CORRECT** icon.

8. You will Verify and Review the instructions, and Schedule the appointment.
9. Once the appointment is scheduled, you will receive a MyChart message confirming the scheduled appointment.