

## 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.

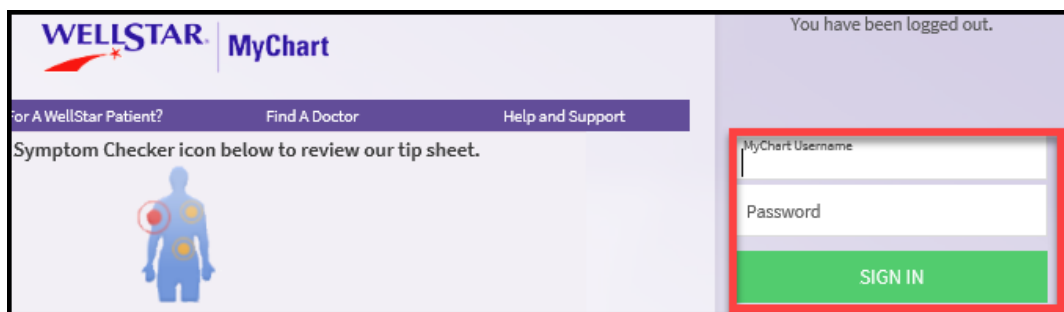
### Try It Out!

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...

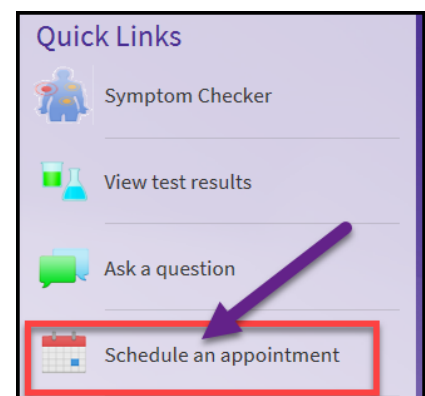
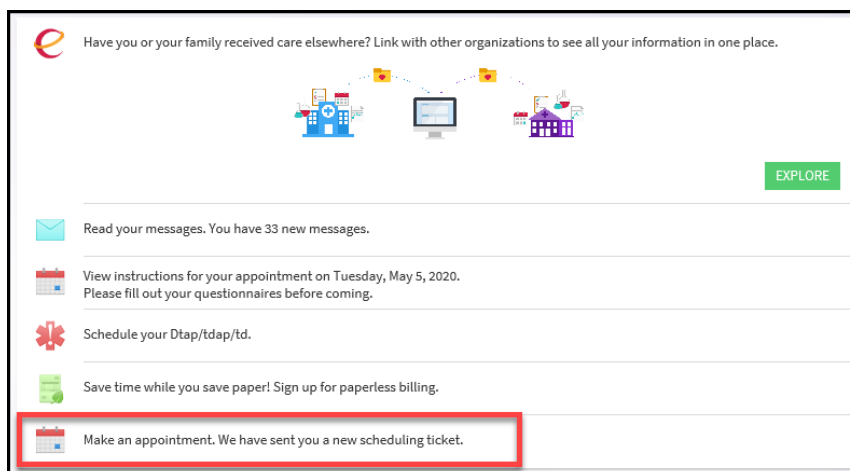
Hello \*\*\*, your Provider has ordered an imaging exam for you. Please sign in to your MyChart account to schedule your appointment: <https://test-mychart.wellstar.org/mychart/>.

### Follow the steps to complete your MyChart Self Scheduling:

#### 1. You will log in to MyChart



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



3. Click the **SCHEDULE NOW** icon on the appropriate Imaging exam to start the scheduling process.

### Schedule an Appointment

**COVID-19 Alert**

Due to the outbreak of COVID-19 we currently ask that you contact your Wellstar Primary Care Provider to schedule an appointment or call 956-STAR if you don't have one.

If you would like to find appropriate care based on your symptoms, please use our Symptom Checker tool.

[SYMPTOM CHECKER](#)

#### Appointments you need to schedule

<p><b>Bone Density Test</b></p> <p>Ordered by Mitzi B Rubin, MD</p> <p>Schedule before 2/28/2022</p> <p style="text-align: right;"><a href="#">SCHEDULE NOW</a></p>	<p><b>Bone Density Test</b></p> <p>Ordered by Mitzi B Rubin, MD</p> <p>Schedule before 3/8/2022</p> <p style="text-align: right;"><a href="#">SCHEDULE NOW</a></p>	<p><b>Digital Screening Mammogram</b></p> <p>Ordered by Alan R Muster, MD</p> <p>Schedule before 5/5/2022</p> <p style="text-align: right;"><a href="#">SCHEDULE NOW</a></p>
<p><b>Digital Screening Mammogram</b></p> <p>Ordered by Mitzi B Rubin, MD</p> <p>Schedule before 8/25/2022</p> <p style="text-align: right;"><a href="#">SCHEDULE NOW</a></p>	<p><b>Digital Screening Mammogram</b></p> <p>Ordered by Mitzi B Rubin, MD</p> <p>Schedule before 9/8/2022</p> <p style="text-align: right;"><a href="#">SCHEDULE NOW</a></p>	

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\*\*\***

### Schedule an Appointment

[START OVER](#)

Reason for visit  
Bone Density Test

Questions

Locations

Time

Verify and schedule

#### A couple of questions

\*Are you pregnant?

Yes
  No

Select an answer

**CONTINUE**

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.

## Schedule an Appointment START OVER

✓ Reason for visit: Bone Density Test
📍 Locations
🕒 Time
📅 Verify and schedule

Which locations work for you?

All
  Near Me
  Near Home

<p><b>Any location</b> Schedule at any available location.</p>	<p><b>WellStar North Fulton Avalon Health Park Imaging Center</b> 2450 Old Milton Pkwy STE 101 Alpharetta GA 30009-2108 414.4 miles from home</p>	<p><b>WS Cobb Women's Center</b> 3950 AUSTELL ROAD AUSTELL GA 30106 432.3 miles from home</p>	<p><b>WS Douglas Hospital</b> 8954 Hospital Drive DOUGLASVILLE GA 30134 441.7 miles from home</p>
<p><b>WS Kennestone Acworth Health Park Imaging Center</b> 4550 COBB PARKWAY NW, SUITE 109 ACWORTH GA 30101 419.4 miles from home</p>	<p><b>WS Kennestone Imaging Center at Towne Lake</b> 120 STONE BRIDGE PARKWAY, 3RD FLOOR Woodstock GA 30189-3768 415.0 miles from home</p>	<p><b>WS Kennestone Outpatient Pavilion Imaging</b> 424.0 miles from home</p>	<p><b>WS Paulding Outpatient Pavilion Imaging</b> 146 Bill Carruth Parkway HIRAM GA 30141-3749 431.4 miles from home</p>
<p><b>WS Roswell Imaging Center at Medical Plaza</b> 4500 Hospital Boulevard Roswell GA 30076</p>	<p><b>WS West Georgia Womens Center</b> 493.3 miles from home</p>	<p><b>WS Windy Hill Imaging Center at East Cobb Health Park</b> 3747 ROSWELL ROAD NE, SUITE 102</p>	<p><b>WS Windy Hill Women's Center</b> 2540 Windy Hill Road MARIETTA GA 30067</p>

Select the Location where need to go!

### 6. Select from the Available Date and Time slots that works best for you.

## Schedule an Appointment START OVER

✓ Reason for visit: Bone Density Test
✓ Locations [Edit](#): WS Paulding Outpatient Pavilion Imaging
🕒 Time
📅 Verify and schedule

What time works for you?

Start search on:

SCH: Patient has not had a Bone Density before.

Times

**Monday September 14, 2020**

8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	1:00 PM	1:30 PM	2:00 PM
2:30 PM	3:00 PM	3:30 PM	4:00 PM	

**Tuesday September 15, 2020**

8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	1:00 PM	1:30 PM	2:00 PM

7. Next you will Verify your Personal Information and click the **THIS INFORMATION IS CORRECT** icon.

### Schedule an Appointment START OVER

✔ Reason for visit  
Bone Density Test

✔ Locations [Edit](#)  
WS Paulding  
Outpatient Pavilion  
Imaging

✔ Time [Edit](#)  
Monday September 14,  
2020 10:00 AM

[Verify and schedule](#)

#### 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  
 ciara.morton@wellst...

EDIT

##### Details About Me

Preferred First Name *Not entered*  
Sex Assigned at Birth Female  
Marital Status Divorced  
Ethnicity Not Hispanic or Latino  
Language English

Gender Identity Female  
Sexual Orientation Not entered  
Race White or Caucasian  
Ethnic Background Not entered  
Religion Christian

EDIT

THIS INFORMATION IS CORRECT

8. You will Verify and Review the instructions, and Schedule the appointment

Is everything correct?

#### Bone Density Test

Monday September 14, 2020  
Arrive by 9:40 AM  
Starts at 10:00 AM (30 minutes)

Wellstar Paulding  
Outpatient Pavilion  
Imaging  
146 Bill Carruth Parkway  
HIRAM GA 30141-3749  
678-581-5900

\*What is the most important thing you want addressed during this visit?  
Bone Density Test

**Directions for Wellstar Paulding Outpatient Pavilion Imaging**  
Paulding Outpatient Pavilion is located at  
148 Bill Carruth Pkwy  
Hiram, GA 30141  
Phone: (470) 644-8040

Park at upper level or green medical center parking off of Bill Carruth Parkway.  
Enter the main entrance, turn right in front of the retail pharmacy and proceed to Registration area.  
There is no fee for parking.

**Visit Instructions**  
If scheduling at DH and the patient weighs between 301-350lbs, please add the DH resource manually.

Patient must be off calcium supplements 24 hrs prior to the test and medication for osteoporosis the day of the test.


**Before scheduling...**

Join the wait list and be notified if earlier appointments open up



SCHEDULE


9. Once the appointment is scheduled, you will receive a MyChart message confirming the scheduled appointment.

### Appointment Details

 **Appointment Scheduled**  
You're all set! You can review details of your upcoming appointment below.

#### BD DXA

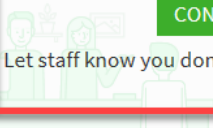
 Monday September 14, 2020  
Arrive by 9:40 AM EDT  
Starts at 10:00 AM EDT (30 minutes)  
 [Add to Calendar](#)

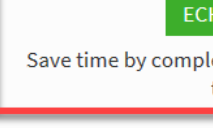
 Wellstar Paulding Outpatient Pavilion Imaging  
146 Bill Carruth Parkway  
HIRAM GA 30141-3749  
678-581-5900

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This appointment cannot be canceled online. To cancel, please call 678-581-5900.

#### Get ready for your visit!

 **CONFIRM**  
Let staff know you don't need a reminder call.

 **ECHECK-IN**  
Save time by completing eCheck-In ahead of time.

Want an earlier time? [Get on the Wait List](#)

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