

How Do I Update my Demographics and Communication Preferences in MyChart?

This tip sheet describes how to update

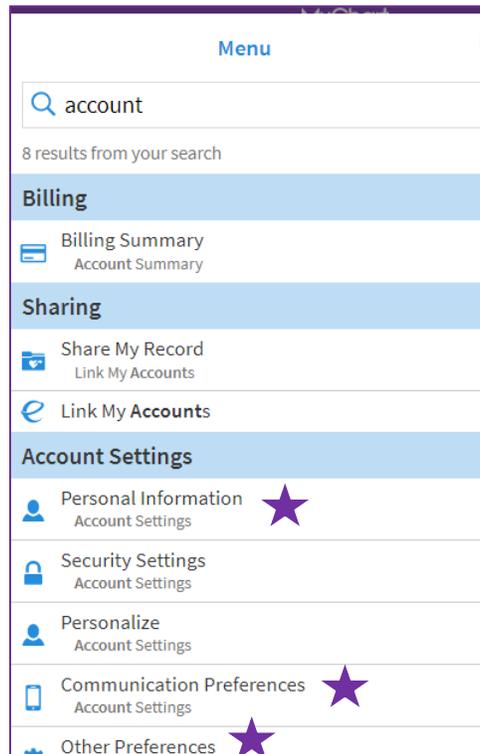
- **Personal Information** to update your demographics & contact list
- **Communication Preferences** to update how you are notified
- **Other Preferences** to update scheduling preferences

Demographic information updated in MyChart can take up to 24 hours to process and reflect in your account.



Try It Out!

1. Upon logging into your MyChart account, click **Your Menu** and navigate to **Account Settings**.





Personal Information

- In the Personal Information section, you can edit your **Contact Information**, **Details About Me**, and your **Family and Friends** contact list by clicking **Edit**.

Personal Information

Please enter contact and personal information here, and click **Save Changes** to send a message to the clinic. Allow 24 hours for the information to be updated in the legal medical record.

Contact Information

123 Main st
ATLANTA GA 30339

770-445-1212
470-644-0419

Work phone not entered
Email not entered

Going somewhere for a while? [Add a temporary address](#)

Edit

Details About Me

Legal Sex: Male
Gender Identity: Not entered
Sexual Orientation: Not entered
Marital Status: Single
Race: Black or African American, Other, White or Caucasian
Ethnicity: Not Hispanic or Latino
Ethnic Background: Not entered
Language: English
Religion: Catholic

Edit

Family & Friends

These people may be contacted in the event of an emergency. If you're looking for information about Health Care Agents, please go to the [End-of-Life Planning page](#).

Spouse Spousey (Spouse) - Primary Contact

123 Main St
ATLANTA GA 30339

770-445-1212
Mobile phone not entered
Work phone not entered
Email not entered

Edit **Remove**

Zzdress Christinaone Spouse (Spouse)

654 Oak Street
ATLANTA GA 30339

404-258-3693
770-858-9878

Work phone not entered
Email not entered

Edit **Remove**

- To accept changes, click the **Save Changes** button at the bottom of the box.

Personal Information

Please enter contact and personal information here, and click **Save Changes** to send a message to the clinic. Allow 24 hours for the information to be updated in the legal medical record.

Contact Information

To update information that can't be entered here, please call (555) 555-5555.

Going somewhere for a while? [Add a temporary address](#)

Country: United States of America

Street Address: 123 Main st

City: ATLANTA State: Georgia ZIP: 30339

County: COBB

Home Phone: 770-445-1212 Mobile Phone: 470-644-0419

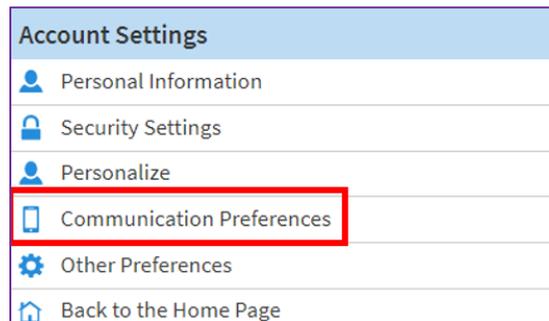
Work Phone: Email:

Save changes **Cancel**

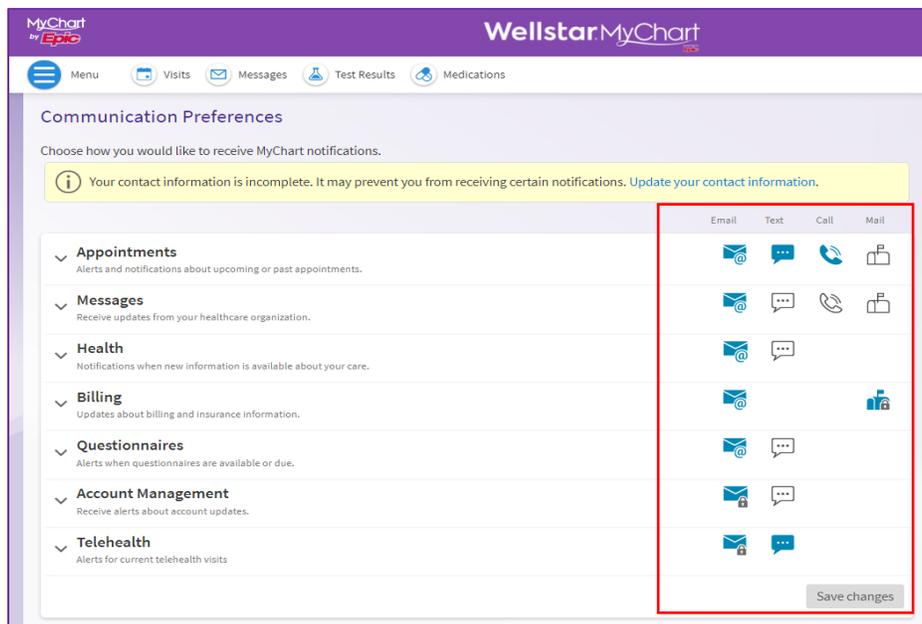
Communication Preferences

Communication Preferences section allows you to update how you would like to receive MyChart notifications by clicking on the Email, Text, Call, or Mail icons to the right of each notification type. Remember to click **Save Changes** button at the bottom of the screen to save updates.

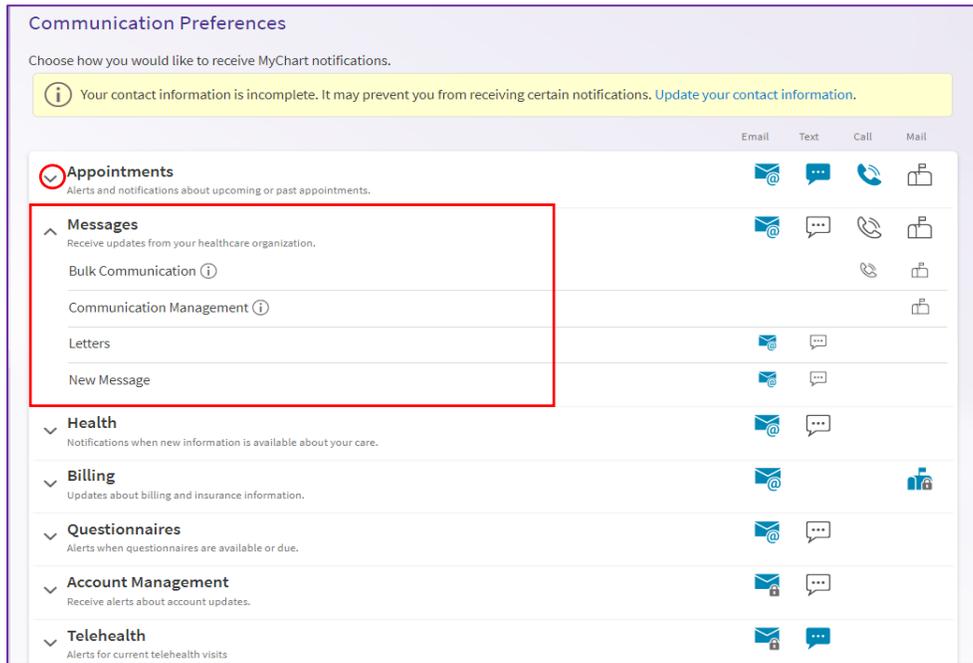
1. Under **Account Settings** select **Communication Preferences**



2. Click the icon to choose how you would like to receive MyChart notifications.
3. Click **Save Changes** at the bottom of the screen to save updates.



4. You can expand each notification type by clicking the drop-down arrow for more notification options.



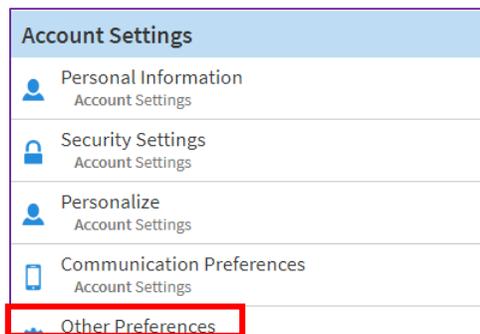
Note: With the new Test Results Daily Digest in MyChart, you can choose to receive a single notification for all new test results released in a day instead of receiving separate notifications for each individual test result. The Daily Digest is delivered between 8-10 AM and is sent on weekends and holidays. To opt-in, expand the **Health** row and check the **Receive a daily summary between 8-10 AM on a business day** checkbox.

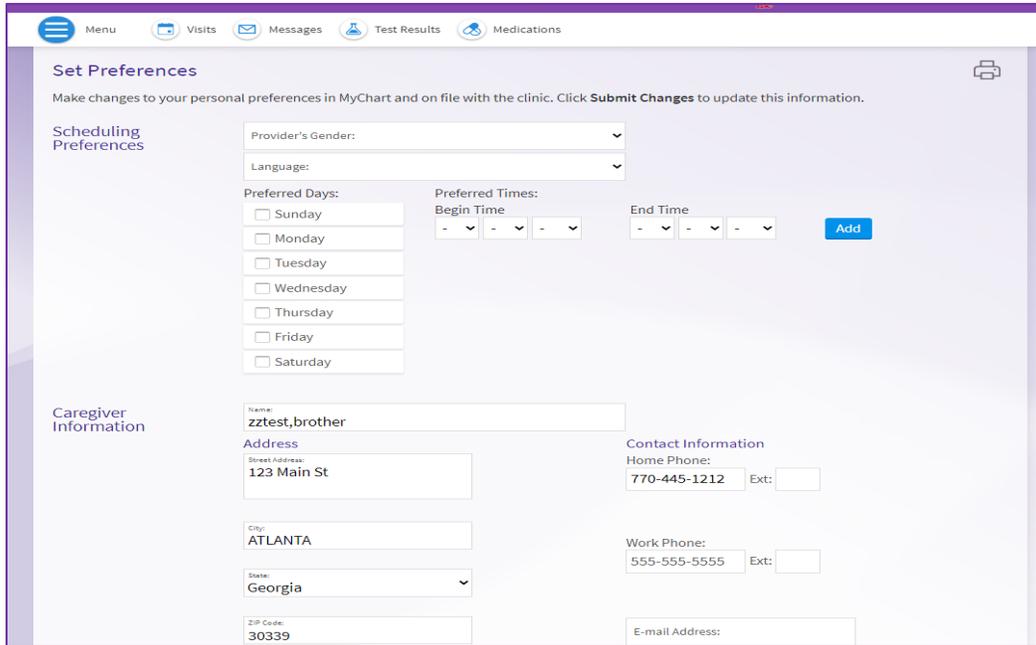


Other Preferences

In the **Other Preferences** section, you can update scheduling preferences and caregiver information.

*Remember to click **Save Changes** button at the bottom of the screen to save updates.





Set Preferences

Make changes to your personal preferences in MyChart and on file with the clinic. Click **Submit Changes** to update this information.

Scheduling Preferences

Provider's Gender: [dropdown]
Language: [dropdown]

Preferred Days:
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Preferred Times:
Begin Time: [dropdown] [dropdown] [dropdown]
End Time: [dropdown] [dropdown] [dropdown] **Add**

Caregiver Information

Name: zztest,brother
Address: 123 Main St
City: ATLANTA
State: Georgia
ZIP Code: 30339

Contact Information

Home Phone: 770-445-1212 Ext: [input]
Work Phone: 555-555-5555 Ext: [input]
E-mail Address: [input]

Please note: 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