

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

This tip sheet describes how to update

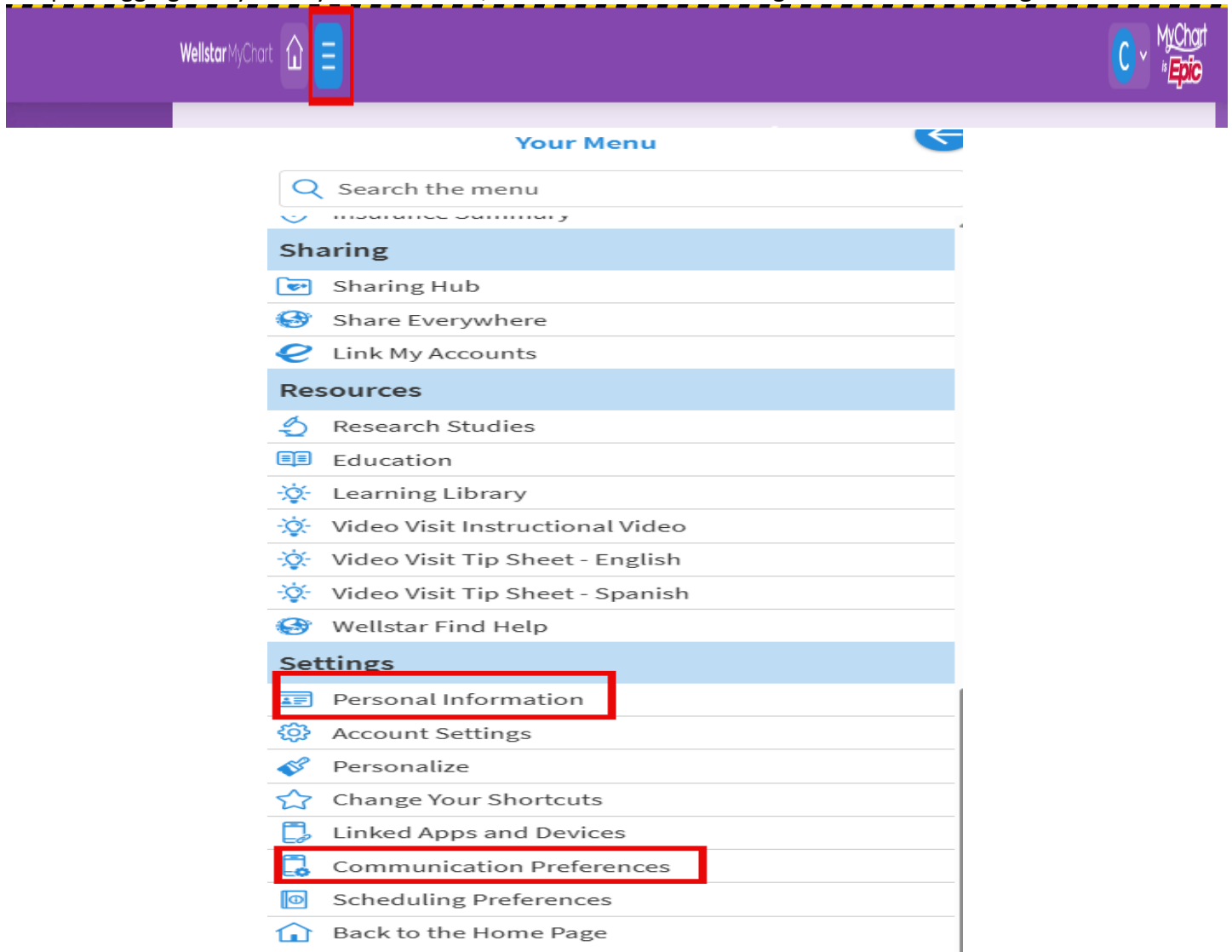
- **Personal Information** to update your demographics & contact list
- **Communication Preferences** to update how you are notified
- **Scheduling Preferences** to update scheduling preferences

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**.



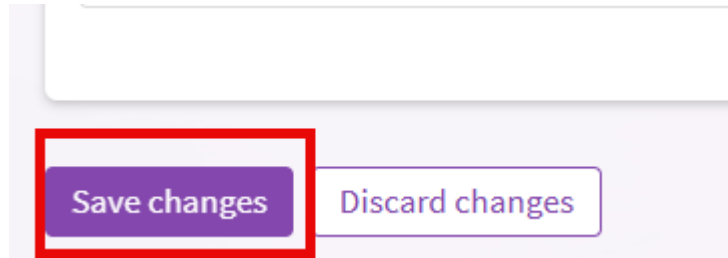
Personal Information

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

Emergency Contacts

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.

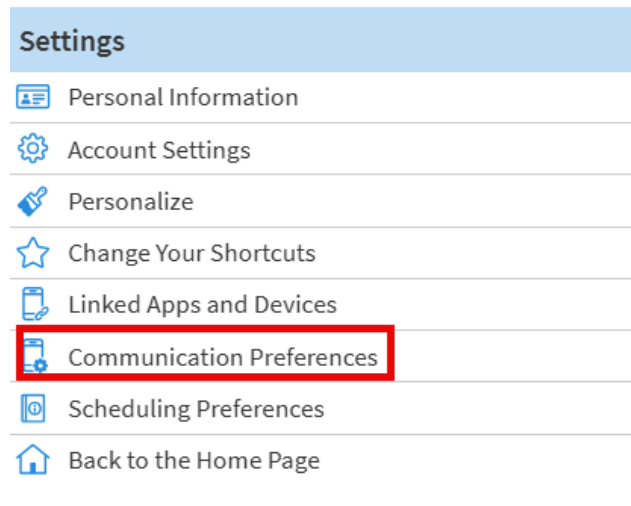
- To accept changes, click the **Save Changes** button at the bottom of the box.



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.

Communication Preferences

General

Contact Information
 Email
 jill.natkin@wellstar.org
 Mobile phone
 678-480-5939
[Review contact information](#)

Settings

Email
 41 of 43 notifications turned on

Text message
 6 of 40 notifications turned on

Verification needed
 We need to verify that we can reach you at your mobile number [Verify](#)

Phone
 3 of 4 notifications turned on

Mail
 4 of 8 notifications turned on

Update my preferences for communications I receive about others
 To update how you receive communications about a specific person, switch to their record.

[Save changes](#)

Details

- Appointments**
 Email, Text message, Phone, Mail
- Messages**
 Email
- Health**
 Email, Phone, Mail
- Billing**
 Email, Mail
- Questionnaires**
 Email
- Account Management**
 Email
- News and Announcements**
 Email, Phone, Mail
- Telehealth**
 Email, Text message

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

Communication Preferences

General

Contact Information
 Email
 jill.natkin@wellstar.org
 Mobile phone
 678-480-5939
[Review contact information](#)

Settings

Email
 41 of 43 notifications turned on

Text message
 6 of 40 notifications turned on

Verification needed
 We need to verify that we can reach you at your mobile number [Verify](#)

Phone
 3 of 4 notifications turned on

Mail
 4 of 8 notifications turned on

Update my preferences for communications I receive about others
 To update how you receive communications about a specific person, switch to their record.

[Save changes](#)

Details

Appointments
 Email, Text message, Phone, Mail

Alerts and notifications about upcoming or past appointments.

Email
 9 of 9 notifications turned on

Text message
 4 of 10 notifications turned on

Phone
 1 of 1 notifications turned on

Mail
 1 of 2 notifications turned on

Advanced settings

After Visit Summary

Email

Text message

Appointment Confirmation
 Indicate how the automated system should notify you to confirm your appointment.









Email

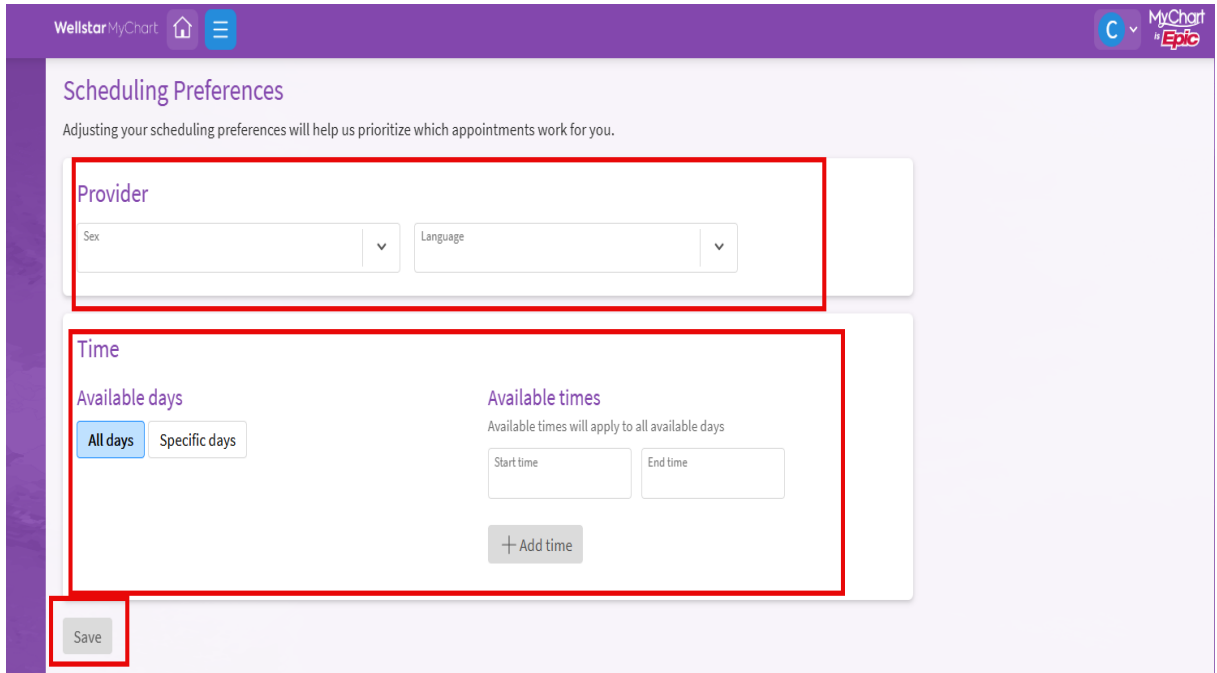
Text message





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.

Scheduling Preferences

In the **Scheduling Preferences** section, you can update scheduling preferences. *Remember to click **Save Changes** button at the bottom of the screen to save updates.

Settings	
	Personal Information
	Account Settings
	Personalize
	Change Your Shortcuts
	Linked Apps and Devices
	Communication Preferences
	Scheduling Preferences
	Back to the Home Page



Wellstar MyChart    MyChart 

Scheduling Preferences

Adjusting your scheduling preferences will help us prioritize which appointments work for you.

Provider

Sex Language

Time

Available days

Available times

Available times will apply to all available days

Start time End time

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