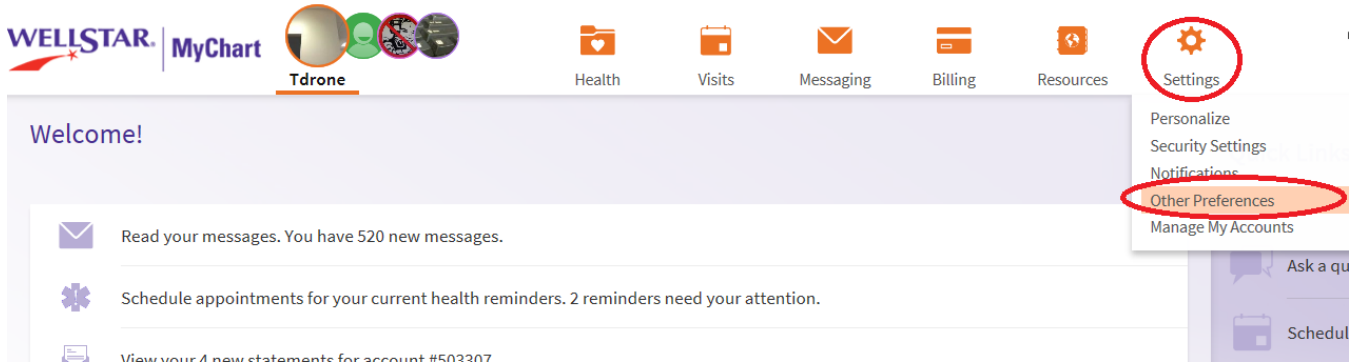


Updating Your Demographics in MyChart

This tip sheet describes how to update preferences and demographic information such as your address and contact information. Demographic information updated in MyChart can take up to 24 hours to process and reflect in your account.

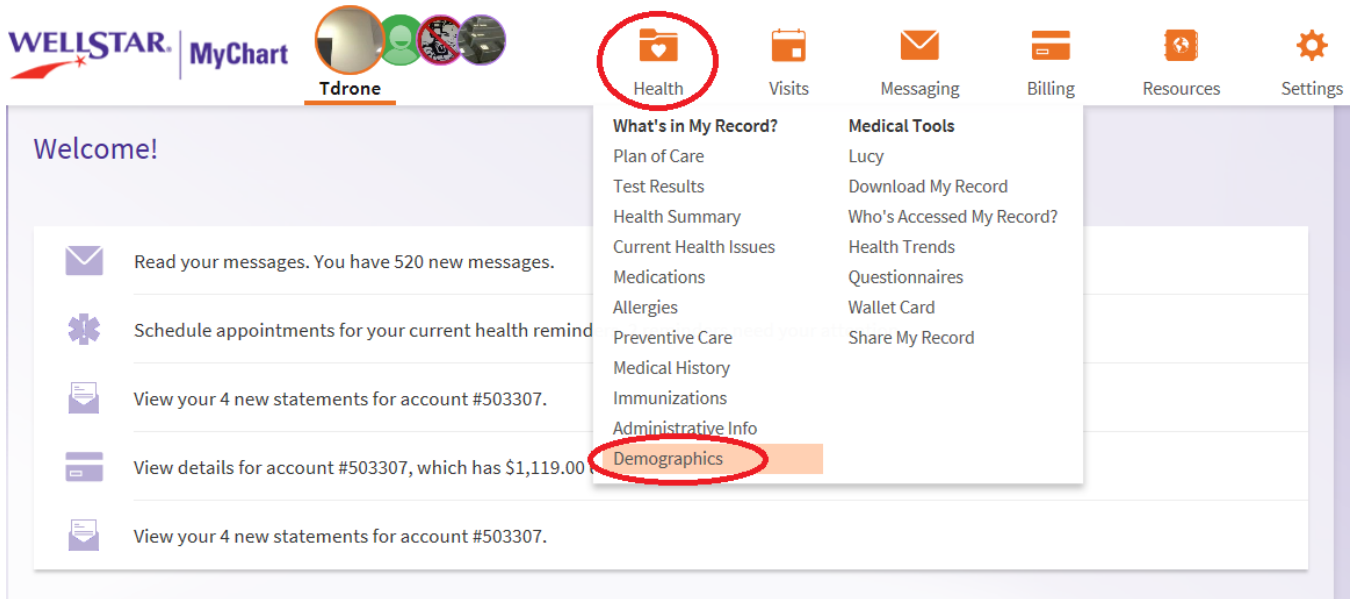
Try It Out

1. Upon logging into your MyChart account, navigate to the **'Other Preferences'** option under the **'Settings'** menu



2. From the **'Set Preferences'** screen, you can update your scheduling, notification preferences and caregiver information. To accept these changes, click the submit changes button at the bottom of the page

3. To update demographics, navigate to the **'Demographics'** option under the **'Health'** menu



4. From the **'Change Demographics'** screen, you can update your information such as; address, contact information and other demographic information. To accept these changes, click the submit changes button at the bottom of the page

Change Demographics

Please enter your demographic information here, and click **Accept Changes** to send a message to the clinic. Allow 24 hours for your information to be updated.

<p>Address</p> <p>Street Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="Georgia"/></p> <p>ZIP Code: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Country: <input type="text" value="United States of America"/></p>	<p>Contact Information</p> <p>Home Phone: <input type="text"/></p> <p>Mobile Phone: <input type="text"/></p> <p>Work Phone: <input type="text" value="555-555-5555"/> Ext: <input type="text"/></p> <p>Preferred Phone: <input type="text"/></p> <p>E-mail Address: <input type="text"/></p> <p>Verify E-mail: <input type="text"/></p>
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Other Demographics

Race:

Ethnicity:

Preferred Language:

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.