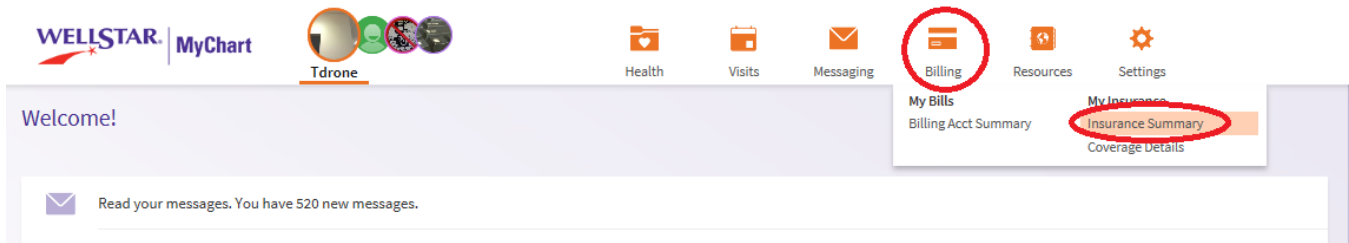


## Updating Your Insurance in MyChart

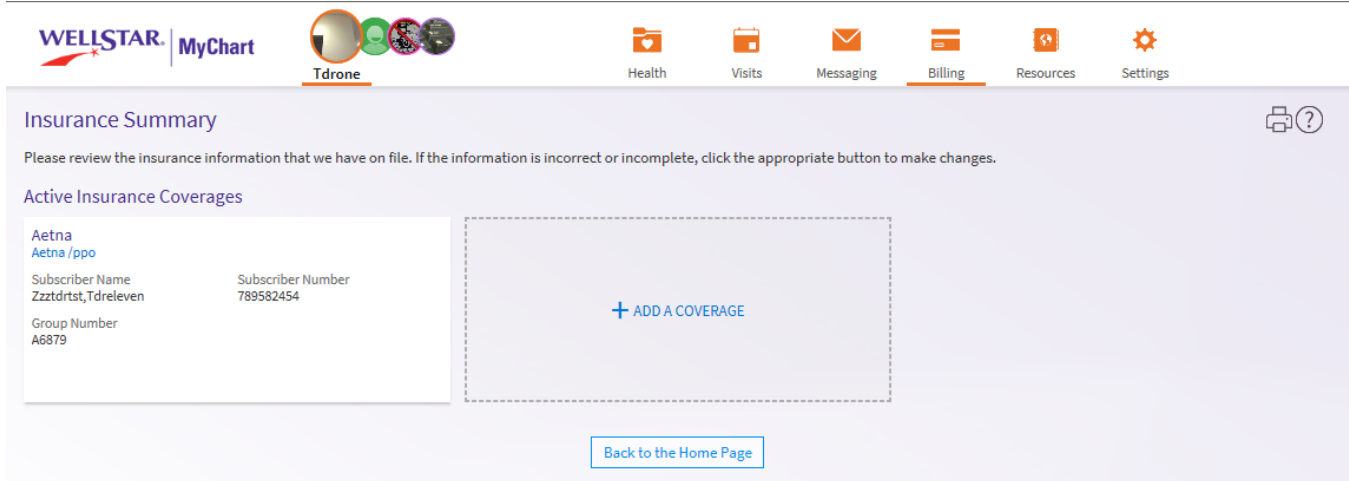
This tip sheet describes how to update your insurance in MyChart.

### Try It Out

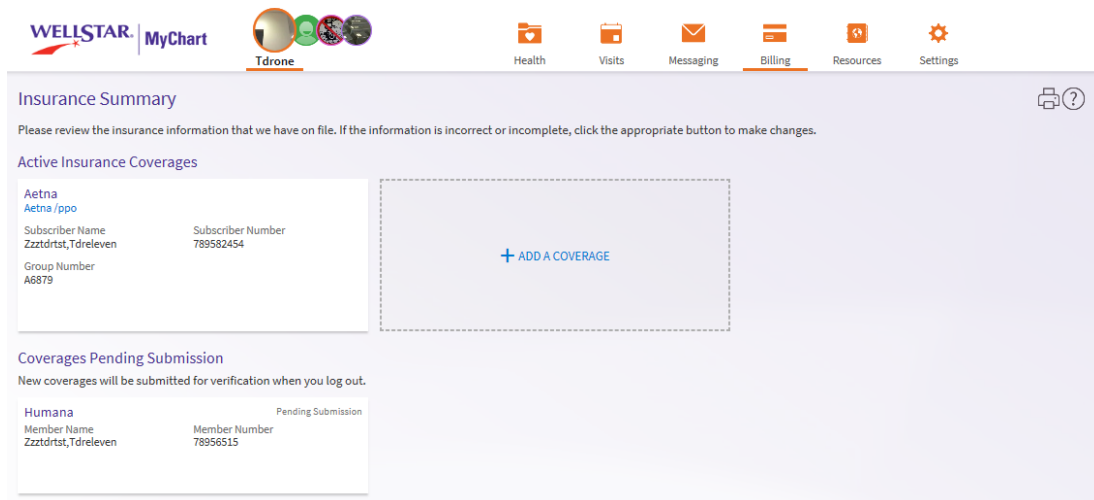
1. Upon logging into your MyChart account, navigate to the **'Insurance Summary'** option under the **'Billing'** menu



2. From the **'Insurance Summary'** page, you can update your active insurance coverage(s) or add a new coverage



3. If you add a new coverage or submit an update to an insurance coverage, the submission(s) will appear under **'Coverages Pending Submission'** which will be submitted to WellStar staff for verification upon logging out



**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](mailto: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.