

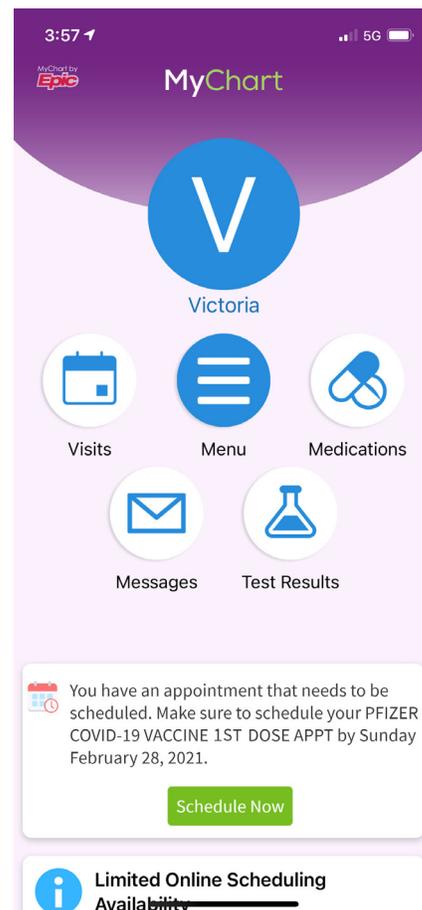
MyChart Ticket Scheduling for COVID-19 Vaccine Appointments

We are using Trinity Health MyChart's ticket scheduling for the first dose COVID-19 vaccine. When appointments are available, you will receive an email notification. Please note, the appointment notification is sent to many patients at the same time. There may not be enough appointments for everyone who receives the notification due to limited vaccine supply. Don't worry though, you will still be able to schedule your appointment when new times and dates become available. Follow the steps below to schedule your appointment.

How to schedule your first dose of the COVID-19 vaccine on MyChart



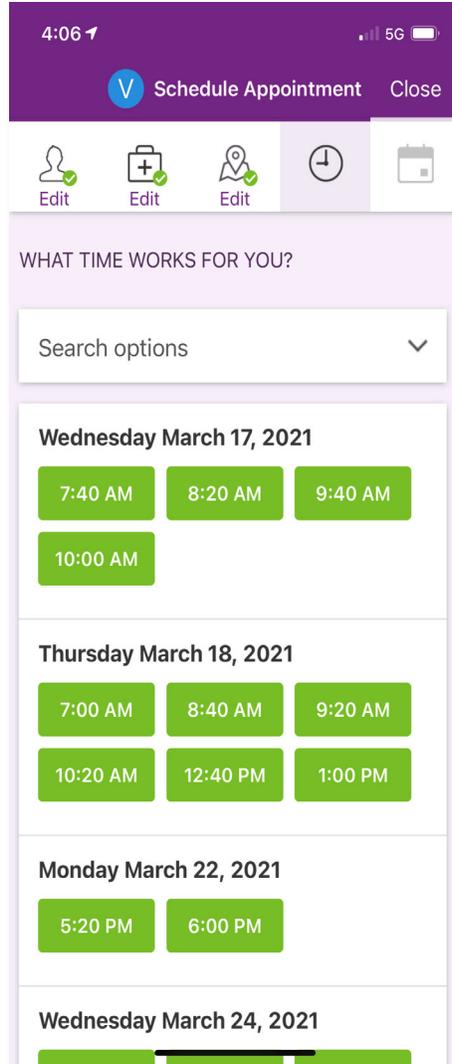
- 1 When it's your turn to schedule an appointment, you will receive an email from DONOTREPLY@trinity-health.org with the subject line **You have a new message in MyChart**.
- 2 Inside the email, click the **Sign in to MyChart** box.
- 3 Login to your MyChart account.



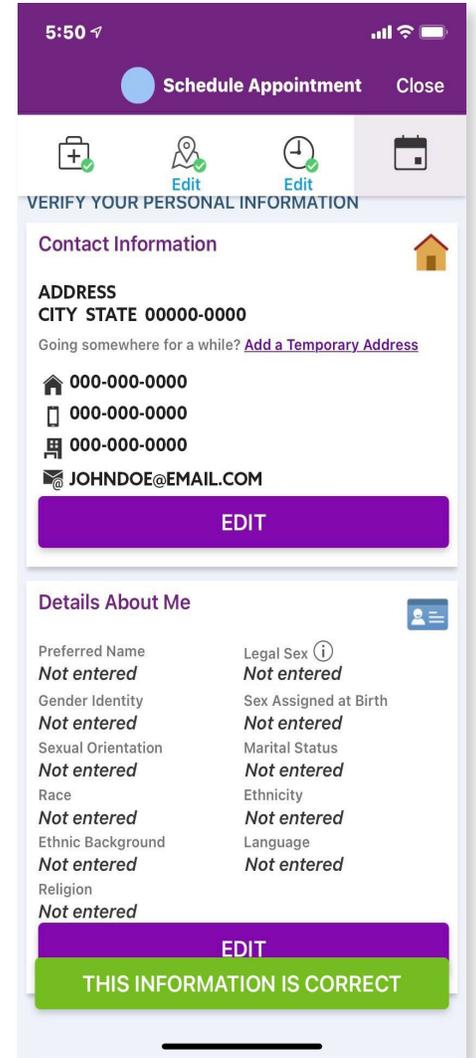
- 4 Click the green **Schedule Now** button under the notification that begins "You have an appointment that needs to be scheduled."



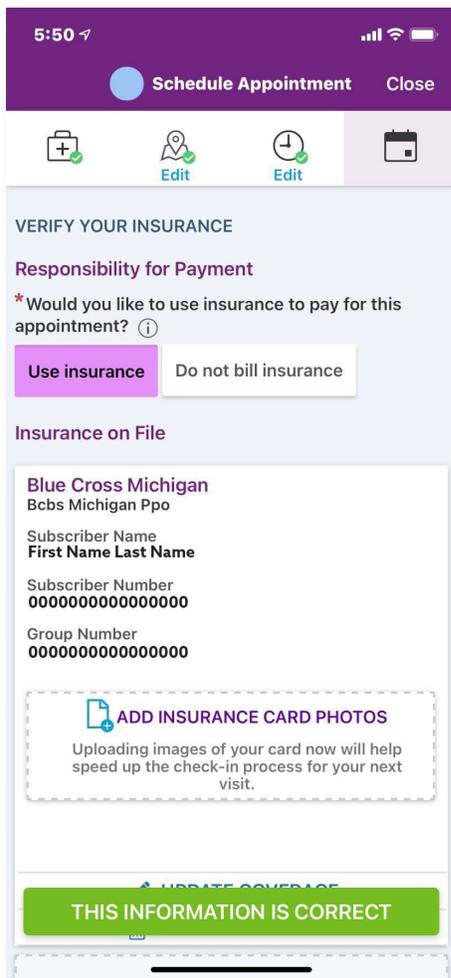
5 Select a **location**.



6 Select an appointment **time and date**.

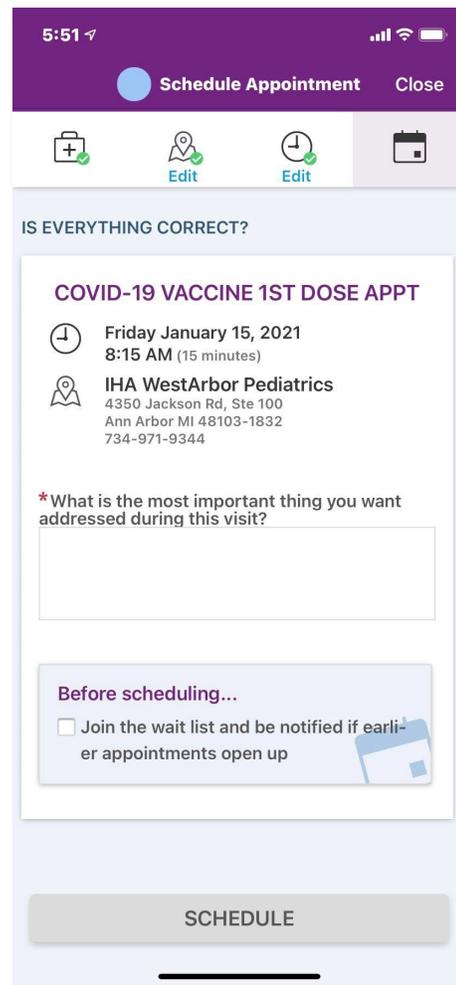


7 Verify your personal information. Click **This information is correct** at the bottom of the screen.



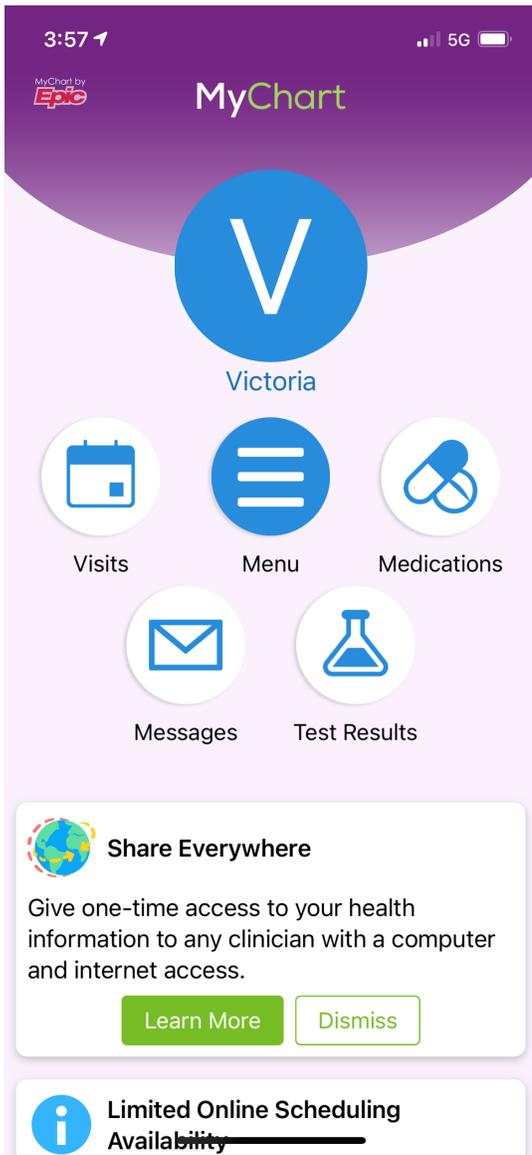
- 8 Verify your insurance information. Click **This information is correct** at the bottom of the screen.

Note: While the COVID-19 vaccine is provided at no cost to you, insurance companies are billed for the administrative costs of the vaccine. The company is reimbursed for these costs by the federal government. There is no out-of-pocket cost for anyone who receives the vaccine.



- 9 Confirm date, time and location are correct. Type anything you want addressed related to the vaccine in the **What is the most important thing you want addressed during this visit?** Box. For example, if you have an allergy you may want to note it in the box. If you don't have anything you'd like to share, please enter N/A.

- 10 Click **Schedule**.



What if there are no available appointment times when I go to schedule?

Periodically check your MyChart account for new appointment times.

1. Click on the **Visits** icon.
2. Click **Schedule an Appointment**.
3. Click **Schedule Now** on the scheduling ticket for COVID-19 Vaccine 1st Dose Appt.
4. Available appointment times will display, if any.