### **FAQs**

### How to cancel an appointment:

- Log into your MyChart account
- Click "Visits" on the main screen
- Click on the appointment
- Click on the "reason for cancellation"
- Click "confirm cancellation"

#### I don't see the medical provider or type of appointment I would like to schedule.

 Not all appointments are available to schedule through MyChart.
 Please contact your clinic or call 503-988-5558 for support with scheduling.

## Can I schedule all my children's appointments at the same time?

• No. Please contact your clinic or call 503-988-5558 if you need to schedule multiple appointments at once.

### Can I change the language options in MyChart? • English •

• Yes. Click the globe image at the upper-right corner of the screen.

## Can I find mine or my children's vaccination records in MyChart?

 Yes. Go to My Records in the drop down menu, click on Health Summary, next click on Go to Immunizations.



# We're here to help!

If you have questions, we can help you.
Ask a staff member at your clinic, or call 503-988-5558.

## MYCHART SELF-SCHEDULING



Schedule your own appointments in MyChart!





healthcenter.multco.us



### What is MyChart?

MyChart is a free tool you can use on your phone or computer. It lets you:

- Make and change your doctor appointments.
- See your health information.
- Talk to your medical provider online.
- See lab results as they come in.
- View your medication list.



- Scan the QR code below.
- Go to mychart.ochin.org on your phone or computer. Then click on "Sign Up Now."





## Scan the code to sign up for MyChart!

Please ask a staff member for a personal MyChart invitation link.

### **Easy Scheduling**

- It only takes a few minutes to make an appointment, and you don't have to call or wait.
- Make appointments any time using your phone or computer.
- Quickly change or cancel appointments when life happens.

### How to Schedule an Appointment

- 1. Log into your MyChart account. You can do this on the MyChart website or the MyChart phone app.
- 2. Click "Schedule an Appointment" on the main screen.
- 3. Choose the type of visit or the person you want to see.
- 4. Type the reason why you need to see the medical providor.
- 5. Pick a date and time from the list you see.
- 6. Read over your appointment details and click "Confirm" to finish.