

Questions? Contact your physician specialist / COA or Help Desk:

Akron General Akron PPG Indian River Florida Weston Main Campus / all others 330.344.6604 or <u>Aq-helpdesk@ccf.org</u> 330.344.EPIC (3742) 772.567.4311, ext. 3375 954.659.5555, option 1 216.444.HELP (4357)

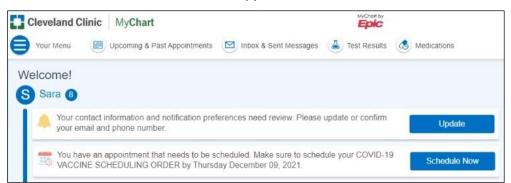
Effective December 15, 2020

**Ohio Caregivers** 

## Scheduling the COVID-19 Vaccination in MyChart

When it is time to schedule your COVID-19 vaccination, you will receive a self-scheduling ticket in MyChart that will guide you through scheduling both doses. Caregivers will be notified by email and mobile app push notification (if enabled).

Upon logging in to the MyChart website or mobile app, your ticket will display on the homepage. It can also be accessed from the Schedule an Appointment feature, accessible from the main menu.





Available locations will display, and you will be able to filter appointment options by preferred dates, days, and times. You will then select and schedule appointments for both doses at the same time. Both appointments will occur on the same day of the week, time, and location; the second dose appointment will occur 28 days after the first.



Need help with MyChart? Call 866.915.3383

## Cancelling and Re-Scheduling

If you need to re-schedule, you must cancel your appointment in MyChart. This will automatically cancel both doses and generate a new scheduling ticket. Simply follow the same process as before to book new dates and times.

If you have already received your first dose and need to re-schedule the appointment for your second dose, you will not be able to do so in MyChart. Please call the Appointment Center at 866.320.4573 for assistance.