

# Signing Up

## Step One

In your internet browser, go to <https://mychart.mvhealthsystem.org/MyChart>.

## Step Two

Click on the Sign Up Now link under where it says, "New User?"

## Step Three

Enter your MyChart Activation Code which appears at the bottom of your "After Visit Summary." Also enter the last four digits of your Social Security Number and your Date of Birth as indicated and click Next.

If you do not have an activation code or it has expired, you can get one from your MVHS Primary Care Office or look for "No Activation Code?" and click just below this on the "SIGN UP ONLINE" box. Complete all fields for your demographic information and you will be signed up based on this information. (You will have had to have some association with MVHS to be able to use this method of MyChart to sign up.)

## Step Four

On the "Choose an Username and Password" screen, choose your username, password and security question. Be sure to write them down and keep them in a secure place.

*If you need assistance, call the MVHS IT Help Desk at 315-624-6990.*

# Happy Together

Happy Together allows patients to connect their MyChart account(s) with other organizations to their MVHS MyChart. This means patients will be able to see their health information from all organizations where they have a MyChart account, in one place.

Information such as medications and allergies from outside organizations will be visible in MVHS MyChart once the MyChart accounts are connected. Patients may also be able to see test results, message providers and schedule appointments with organizations connected through MyChart – if the outside organization allows for that functionality.

For any questions or assistance, please contact the MVHS IT Help Desk at 315-624-6990.



## MyChart

### MVHS Patient Portal



[MVHEALTHSYSTEM.ORG/MYCHART](https://mychart.mvhealthsystem.org/MyChart)



# MVHS MyChart

Mohawk Valley Health System (MVHS) MyChart allows for secure online access to your electronic medical record (EMR). Important health documentation from your doctor is stored in MyChart and patients are able to find health information such as lab results, appointment information, medications, immunizations and more. MyChart provides you with the same information your doctor sees.

## MyChart App

If you have an iPad, iPhone or an Android smart phone, you can access your MyChart account via the free MyChart application. Wherever you are, you have easy access to your medical information. You can find the MyChart app by searching for MyChart in the App Store or Google Play.

*For more information about MyChart, please ask your attending nurse or provider.*

### COVID-19

MyChart now has the ability to display all COVID-19 test results, as well as your vaccination status and information. Visit [mvhealthsystem.org/resource/covid-19-mychart-information](http://mvhealthsystem.org/resource/covid-19-mychart-information) for more information.

### View Medical Information

Access your medications, immunizations, allergies and medical history. Obtain test results online to avoid waiting for a phone call or letter.

### Keep In Contact With Your Physician

Staying in touch with your physician is as simple as sending an email that is private and secure. Request your medication renewals online.

### Manage Your Appointments

Schedule or request an appointment with your Primary Care Provider (PCP), view details of your upcoming appointments or review details of your past appointments.

### Access Your Child's Records

Link your children's accounts to your account to conveniently view immunization records and schedule or request appointments with their PCP.

### Security

MyChart is password-protected and placed on an encrypted connection so your information is safe from unauthorized access.

### Renew Prescriptions

MyChart allows for you to request prescription refills online.

### MyChart Care Companion

This function provides reminders to patients to complete tasks. This will be set up by the provider if it applies to the patient's care.

### eCheck-In

Patients visiting their MVHS PCP now have the option to use eCheck-in through MyChart!

Click the "Visits" tab and look for the button labeled "eCheck-in" to get started. The eCheck-in process allows you to:

- Verify or update insurance and personal info
- Answer questions about recent international travel
- Pay visit copays for outpatient visits
- Pay pre-payments and balance payments
- Verify or update medications, allergies and current health issues
- Electronically sign documents

You must still visit the front desk upon arrival for your PCP appointment.

### In-App Payment Plans

You can set up a payment plan directly through the billing tab! When viewing your billing summary, look for the button that says "Set up payment plan" to get started. Patients will be able to choose the monthly amount and which day of the month payments will be made.

### End-Of-Life Planning Page

MyChart now allows for end-of-life planning through the app. This feature will allow will allow patients to:

- View resources
- Record their wishes
- Submit/upload advanced care documents
- Add their health care agents

### Other Options

MyChart also allows you to set your communication preferences, whether you'd prefer notifications to come through email, phone calls, or direct mail to your home! You'll also be able to opt-in to paperless billing!