

MyChart Patient Guide

Indiana University Health Arnett

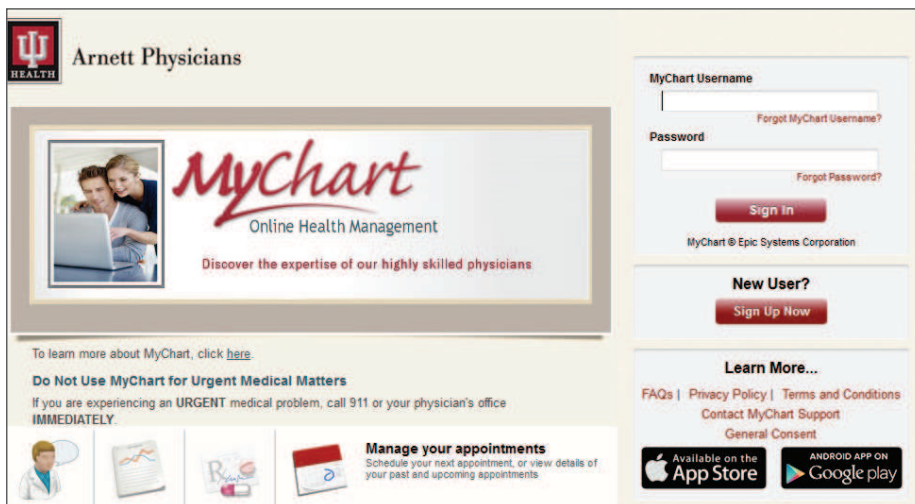
WELCOME TO MYCHART

Take a few minutes to review this brief summary so you can quickly get to your MyChart information. If you have questions please contact Customer Service at mychart.iuhealth.org/contactform.aspx.

We hope you'll find this provides easy access to your information along with functions to personalize for you and your family.

LOGIN SCREEN

A rotating communication board at the bottom of the page. This will allow you to link to the content you need quickly.



HOME SCREEN FEATURES

Quick Links

- Refill your medications
- View your test results

To Do

A quick glance of upcoming tasks that are overdue or due soon. You can also view health reminders and request appointments from this screen.



Indiana University Health

Care Team

A list of providers with who have cared for you, in addition to other providers who are assigned to your care.



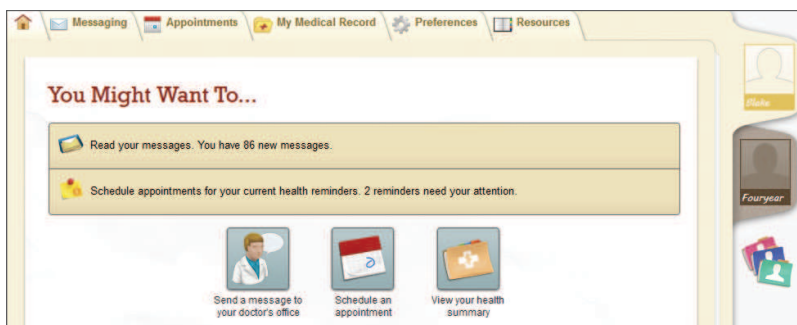
ACCESSING YOUR MYCHART

There are “**folder-like tabs**” along the top. As you move your mouse over each of these tabs, you will see drop-down menus.

Then along the **right-side menu**, you'll see a tab with your name. If you have been given proxy access to any other account (family member, etc.), you will see an additional tabs that will give you access to their MyChart account.

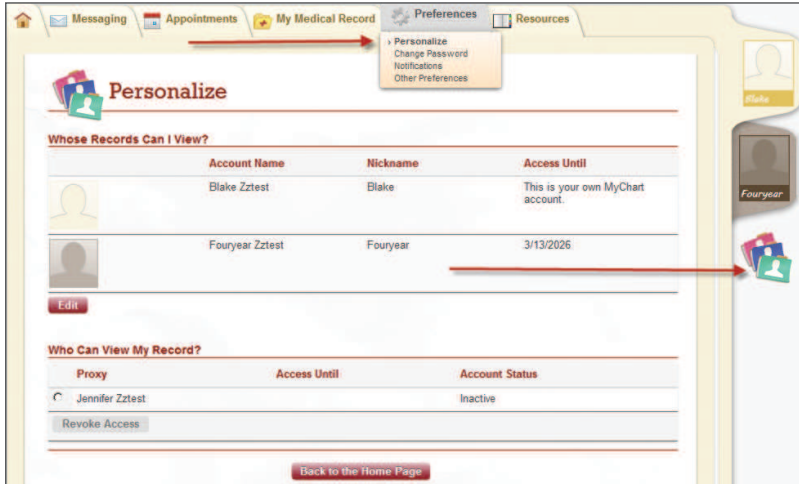
ACCESSING OTHERS' MYCHART

If you have permission to view another person's MyChart account (proxy access), you will see a tab with their name on the right side of your screen. Click on the name to access their MyChart.



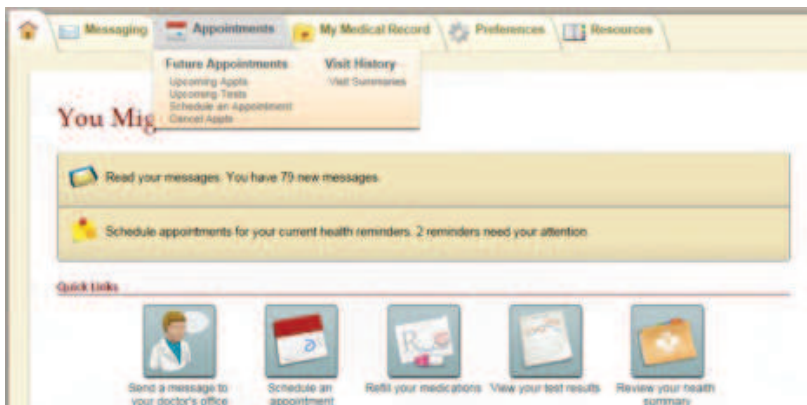
PERSONALIZE YOUR MYCHART WITH A COLORED BACKGROUND

Through the **Preferences** tab or by clicking on the edit personalization options link below the right side-menu folders, you can change your color scheme (and that of any proxies) associated with your MyChart. While on this page you may also view who has proxy access to your account. You may revoke any person who may have proxy access to your account. You can also use the **Preferences** tab to change your password and update your email.



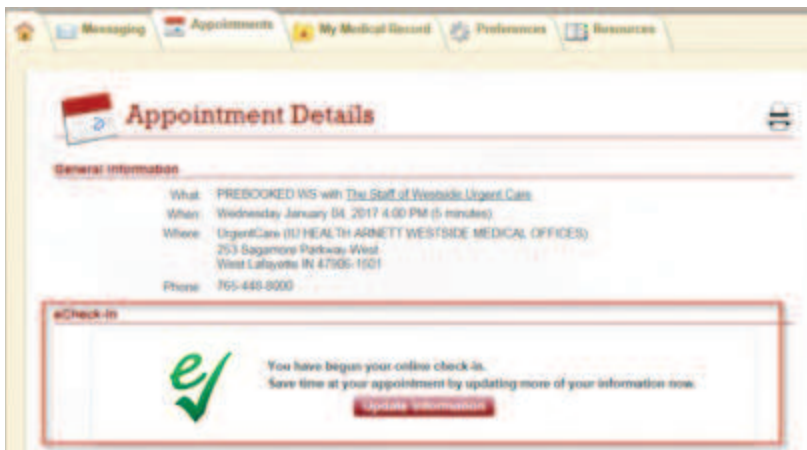
APPOINTMENTS TAB

View Upcoming Appointments and Upcoming Tests, Schedule an Appointment or Cancel Appointments by clicking on the **Appointments** tab.



UPCOMING APPOINTMENTS

When you select **Upcoming Appointments** you have the option to complete an **eCheck-In** which allows you to update: Medications, Allergies, Current Health Issues and Questionnaires



SCHEDULE AN APPOINTMENT

Schedule an Appointment is a feature available on the **Appointments** tab. You can select an appointment type for departments that support self-scheduling. For all other departments you may select Request Appointment and a team member will process your appointment request.



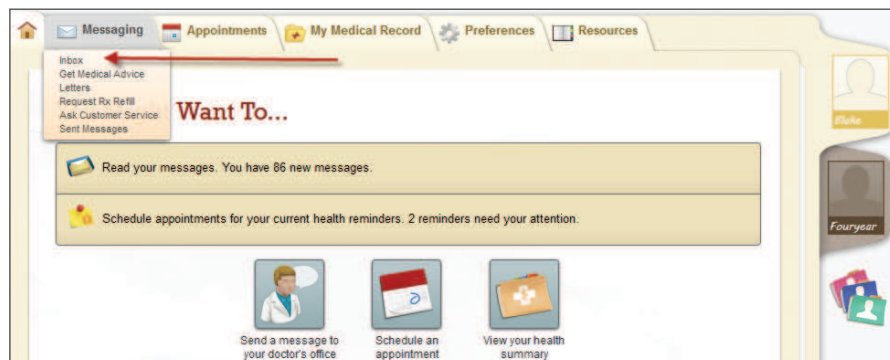
TEST RESULTS AND MEDICATIONS

Test Results and Medications, as well as other medical record information, are located in the **My Medical Record** tab at the top of your screen.



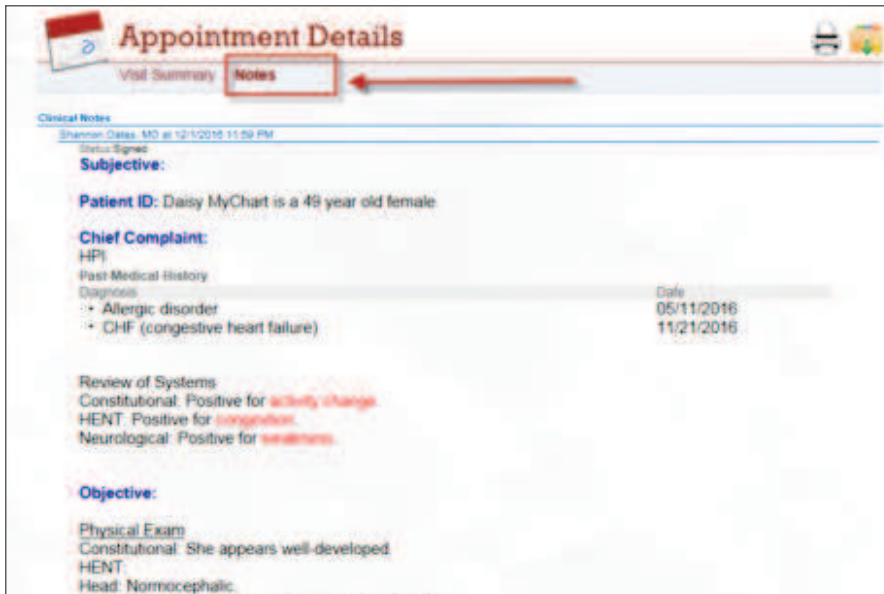
SEE YOUR MESSAGES

The **Messaging** tab allows you to view your inbox messages, send a message to your doctor's office, or request a refill. From this same location, you can also access any letters that have been sent to you.



OPEN NOTES

Open Notes is an initiative to make your electronic medical records more transparent and accessible by providing you secure, convenient online access to more of the information in your medical file. This will give you a more complete picture of your health and empower you to make better, smarter and more economical decision about your care. You can access your notes by clicking on the date/time of the appointment you would like to view under the Appointments tab. To view your progress note please click on the Notes link.



The screenshot shows the 'Appointment Details' page with a red box around the 'Notes' tab and an arrow pointing to it. The page displays clinical notes for a patient, including a subjective section with patient ID, chief complaint, HPI, past medical history, and review of systems. The objective section includes a physical exam.

Appointment Details

Visit Summary **Notes**

Clinical Notes
Shannon Oates, MD on 12/1/2016 11:59 PM
Status: Signed

Subjective:

Patient ID: Daisy MyChart is a 49 year old female

Chief Complaint:

HPI

Past Medical History

Diagnosis	Date
• Allergic disorder	05/11/2016
• CHF (congestive heart failure)	11/21/2016

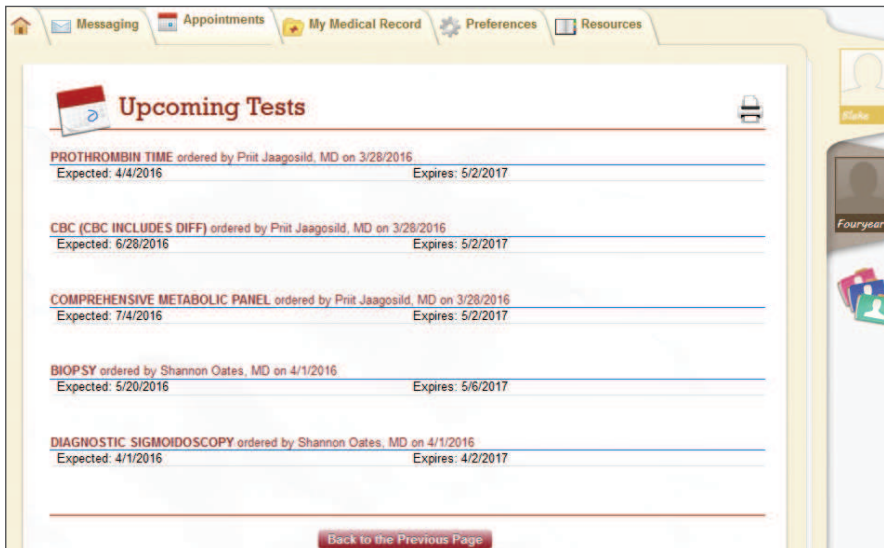
Review of Systems
Constitutional: Positive for **activity change**.
HENT: Positive for **congestion**.
Neurological: Positive for **weakness**.

Objective:

Physical Exam
Constitutional: She appears well-developed
HENT:
Head: Normocephalic.

UPCOMING TESTS

Find information regarding tests ordered by your doctor's office by clicking Upcoming Tests.



The screenshot shows the 'Upcoming Tests' page with a navigation bar at the top. The page lists five tests ordered by Preet Jaagosild, MD and Shannon Oates, MD, including expected and expiration dates.

Upcoming Tests

PROTHROMBIN TIME ordered by Preet Jaagosild, MD on 3/28/2016
Expected: 4/4/2016 Expires: 5/2/2017

CBC (CBC INCLUDES DIFF) ordered by Preet Jaagosild, MD on 3/28/2016
Expected: 6/28/2016 Expires: 5/2/2017

COMPREHENSIVE METABOLIC PANEL ordered by Preet Jaagosild, MD on 3/28/2016
Expected: 7/4/2016 Expires: 5/2/2017

BIOPSY ordered by Shannon Oates, MD on 4/1/2016
Expected: 5/20/2016 Expires: 5/6/2017

DIAGNOSTIC SIGMOIDOSCOPY ordered by Shannon Oates, MD on 4/1/2016
Expected: 4/1/2016 Expires: 4/2/2017

[Back to the Previous Page](#)

SCHEDULING PREFERENCES

When you schedule or request an appointment in MyChart, you can filter the list of appointment slots that are returned to show only the preferred days and times you set in your preferences.

The screenshot shows the 'Set Preferences' page in MyChart. At the top, there is a navigation bar with links for Messaging, Appointments, My Medical Record, Preferences, and Resources. A dropdown menu is open under 'Preferences', showing options: Personalize, Change Password, Notifications, and Other Preferences. A red arrow points from the 'Set Preferences' title to the 'Other Preferences' option.

The main content area is titled 'Set Preferences' and includes a printer icon. Below this, a message states: 'Make changes to your personal preferences on file with the clinic, and click **Submit Changes** to send a message with this information.'

The 'Scheduling Preferences' section is highlighted with a red border. It contains the following options:

- Preferred Days:**
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Preferred Times:**
 - Begin Time:** Three dropdown menus for hour, minute, and AM/PM.
 - End Time:** Three dropdown menus for hour, minute, and AM/PM.
 - Add:** A red button to add a new time slot.
 - Remove:** A blue button to remove a selected time slot.

At the bottom of the form, there are buttons for 'Submit Changes' (blue), 'Cancel' (red), and 'Back to the Home Page' (red).

On the right side of the page, there is a user profile section with a 'Profile' link, a photo placeholder, and a 'Fouryear' label. Below this are several colorful icons representing different services or categories.