



Direct Scheduling Instructions for the First COVID-19 Vaccine Dose for Outpatient Pavilion 1st Floor Pedestrian Site

You **MUST** take ALL of the following steps in advance to be prepared for your COVID-19 first dose vaccine appointment. Please do not skip any of these steps, as each of them is critical and required. If any technical problems are encountered with MyChart registration or your online scheduling, please call 860-679-4400 and choose option #2.

STEP 1: Sign Up for UConn Health MyChart by following this specific link <https://mychart.uconn.edu/mychart/signup>.

Select the “**Verify your identity for Instant Access**” option.

Note, if you already have a UConn Health MyChart account, skip to Step 2.

UCONN HEALTH | **MyChart**
One Patient. One Record. Endless Benefits.

Choose a Signup Method

There are two sign up methods listed below. We recommend the "Verify your Identity for Instant Access" sign up method for instant access to MyChart.

Note: If you are between the ages of 13 and 18, please use the "Request an Activation Code" signup method.

<p>Request an Activation Code</p> <p>The MyChart Administrator will email you an activation code (Approximate turnaround time is 2 business days).</p>	<p>Verify your Identity for Instant Access</p> <p>Answer questions online to confirm your identity and get instant access to MyChart.</p>
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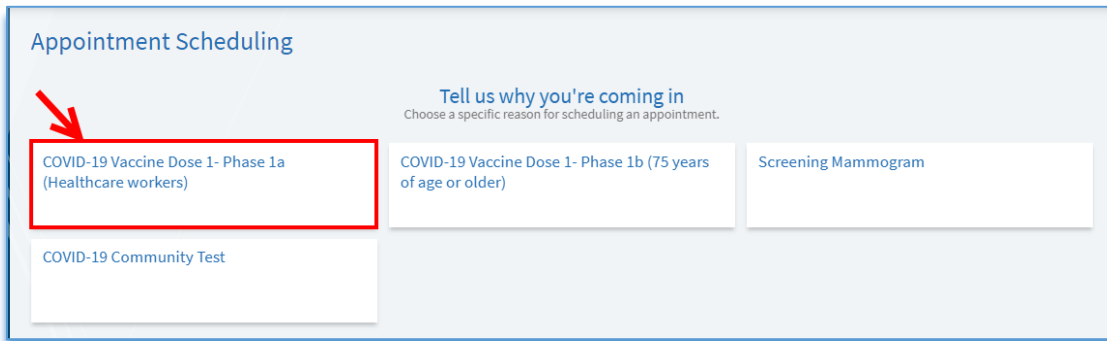
STEP 2: Once signed up for MyChart, or if you already have a UConn Health MyChart account, please click on the following link to sign into MyChart.

<https://mychart.uconn.edu/mychart>.

STEP 3: Once signed into MyChart, if you are eligible for the vaccine, click on **SCHEDULE COVID VACCINE DOSE 1**.

The screenshot displays the MyChart patient portal interface. At the top, there is a navigation bar with the MyChart by Epic logo on the left and the UConn Health MyChart logo on the right. Below the navigation bar, there are icons for 'Your Menu', 'Visits', 'Messages', 'Test Results', and 'Medications'. The main content area starts with a 'Welcome!' message and a user profile icon labeled 'Mychart' with a notification badge showing '8'. A prominent notification box is highlighted with a red border. It contains an information icon, the title 'SCHEDULE COVID VACCINE DOSE 1 FOR THOSE ELIGIBLE', and the text: 'Individuals working in a healthcare setting at risk of direct or indirect exposure to patients or infectious materials (Phase 1a) AND individuals 75 years of age or older (Phase 1b)'. To the right of this text is a dark blue button labeled 'SCHEDULE COVID VACCINE DOSE 1' with a red arrow pointing to it, and a white button labeled 'Dismiss' below it. Below the notification, there are two message cards. The first is an 'Appointment Reminder' from the 'Your UConn HEALTH Care Team' (Appointment Information Department: UCONN HEALTH SERVICES, 135 Dowling...) with a 'View Message' button. The second is an 'Appointment Scheduled' message from the same team (Appointment Information: Visit Type: COVID-19 Vaccine 1st Dose...) with a 'View Message' button. At the bottom, there is a green icon and text: 'Save time while you save paper! Sign up for paperless billing.' with a 'Sign Up' button.

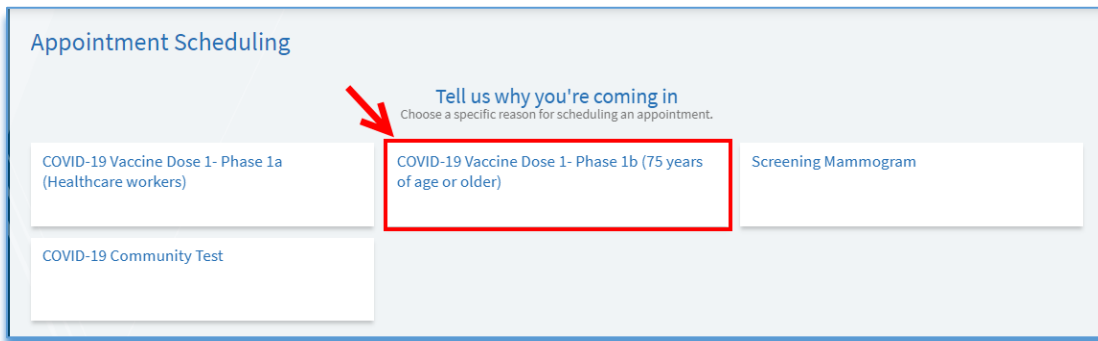
STEP 4: For individuals **servicing in healthcare settings (Phase 1a)** who have the **potential for direct or indirect exposure to patients or infectious materials**, select **COVID-19 Vaccine Dose 1- Phase 1a (Healthcare workers)**.



The screenshot shows the "Appointment Scheduling" interface. At the top, it says "Tell us why you're coming in" with the instruction "Choose a specific reason for scheduling an appointment." Below this, there are four selection boxes: "COVID-19 Vaccine Dose 1- Phase 1a (Healthcare workers)", "COVID-19 Vaccine Dose 1- Phase 1b (75 years of age or older)", "Screening Mammogram", and "COVID-19 Community Test". A red arrow points to the first box, which is also highlighted with a red border.

OR

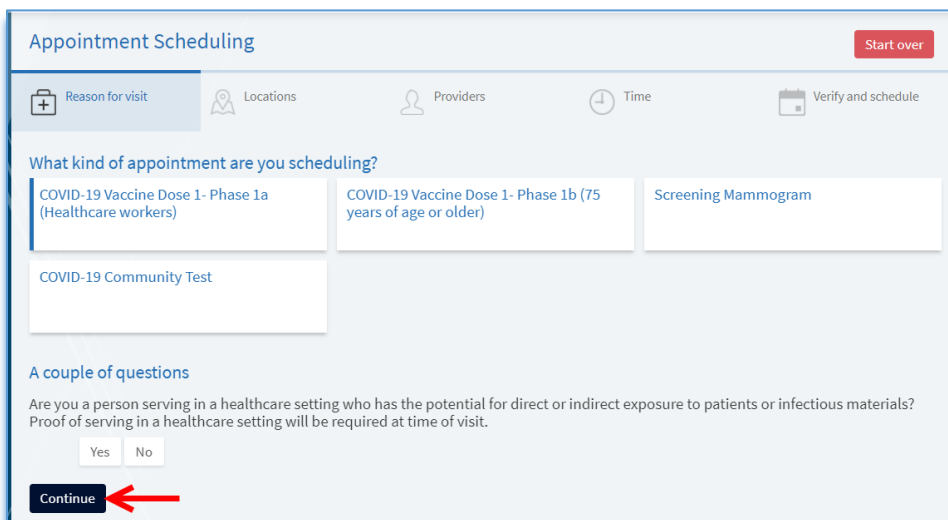
For individuals **75 years of age or older**, select **COVID-19 Vaccine Dose 1- Phase 1b (75 years of age or older)**.



The screenshot shows the "Appointment Scheduling" interface. At the top, it says "Tell us why you're coming in" with the instruction "Choose a specific reason for scheduling an appointment." Below this, there are four selection boxes: "COVID-19 Vaccine Dose 1- Phase 1a (Healthcare workers)", "COVID-19 Vaccine Dose 1- Phase 1b (75 years of age or older)", "Screening Mammogram", and "COVID-19 Community Test". A red arrow points to the second box, which is also highlighted with a red border.

STEP 5: Please answer the vaccine eligibility question(s).

Click **CONTINUE**.



The screenshot shows the "Appointment Scheduling" interface. At the top right, there is a "Start over" button. Below the header, there are five tabs: "Reason for visit", "Locations", "Providers", "Time", and "Verify and schedule". The "Reason for visit" tab is selected. Below the tabs, it says "What kind of appointment are you scheduling?" and lists the same four options as in the previous screenshot. Below this, it says "A couple of questions" and asks "Are you a person servicing in a healthcare setting who has the potential for direct or indirect exposure to patients or infectious materials? Proof of serving in a healthcare setting will be required at time of visit." There are "Yes" and "No" radio buttons. At the bottom left, there is a "Continue" button with a red arrow pointing to it.

STEP 6: Select a date and time for your appointment.

The screenshot shows the 'Appointment Scheduling' interface. At the top right is a red 'START OVER' button. Below the header are four tabs: 'Reason for visit' (selected), 'Locations', 'Providers', and 'Time'. The 'Reason for visit' tab shows 'COVID-19 VACCINE HEALTHCARE WORKERS (PHASE 1A)'. The 'Locations' tab shows 'Outpatient Pavilion'. The 'Providers' tab shows 'COVID VACCINE OPPV - FIRST DOSE'. The 'Time' tab is active, showing a calendar for 'Monday January 11, 2021' and 'Tuesday January 12, 2021'. Available times are listed in dark blue buttons. On the left, there is a 'What time works for you?' section with a search box containing '01/07/2021' and buttons for 'All available times' and 'Filter times'. At the top right of the main content area is a 'Verify and schedule' button.

STEP 7: If your **Personal Information** has not been updated recently, you will be prompted to update or add it.

Click on **EDIT** to update your **Personal Information**.

Enter your **Race** and **Ethnicity**, as Epic requires this information during the appointment check-in process.

SAVE CHANGES once you're complete.

Then make sure to select **"This information is correct"** to confirm.

The screenshot shows the 'Verify your personal information' interface. At the top right is a red 'START OVER' button. Below the header are four tabs: 'Reason for visit', 'Locations', 'Providers', and 'Time' (selected). The 'Time' tab shows 'Friday January 8, 2021 8:00 AM'. The 'Verify and schedule' button is at the top right. The main content area is divided into two sections: 'Contact Information' and 'Details About Me'. The 'Contact Information' section shows address, phone number, and email. The 'Details About Me' section shows fields for Preferred First Name, Gender Identity, Sexual Orientation, Race, Language, Legal Sex, Sex Assigned at Birth, Marital Status, Ethnicity, and Religion. Red boxes highlight the 'Race' field (containing 'Asian') and the 'Ethnicity' field (containing 'Decline to Answer'). Red arrows point to 'EDIT' buttons at the bottom of each section. At the bottom left, a green button labeled 'THIS INFORMATION IS CORRECT' has a red arrow pointing to it.

STEP 8: If your **Insurance on File** has not been updated recently, you will be prompted to update or add it.

Once updated, click on **“This information is correct”** to confirm.

Appointment Scheduling START OVER

Reason for visit [Edit](#)
COVID-19 VACCINE HEALTHCARE WORKERS (PHASE 1A)

Locations [Edit](#)
Outpatient Pavilion

Providers [Edit](#)
COVID VACCINE OPPV - FIRST DOSE

Time [Edit](#)
Friday January 8, 2021 8:00 AM

Verify and schedule

Verify your insurance

Insurance on File

You have no insurance on file.

+ ADD A COVERAGE

THIS INFORMATION IS CORRECT

STEP 9: Enter a reason of **“Vac”** in the field below to continue.

Click **SCHEDULE** to finalize your appointment.

Appointment Scheduling START OVER

Reason for visit [Edit](#)
COVID-19 VACCINE HEALTHCARE WORKERS (PHASE 1A)

Locations [Edit](#)
Outpatient Pavilion

Providers [Edit](#)
COVID VACCINE OPPV - FIRST DOSE

Time [Edit](#)
Monday January 11, 2021 9:50 AM

Verify and schedule

Is everything correct?

COVID-19 VACCINE HEALTHCARE WORKERS (PHASE 1A) with COVID VACCINE OPPV - FIRST DOSE

Monday January 11, 2021 9:50 AM (10 minutes)

UConn Health Services
135 Dowling Way
Farmington CT 06030
860-679-8888

*What is the most important thing you want addressed during this visit?
Vac

Directions for UConn Health Services
VACCINE LOCATION: Outpatient Pavilion, 1st Floor, 135 Dowling Way, Farmington CT. When entering from the ground level, follow the signs to the Pedestrian Site.

Visit Instructions
Please be prepared to present a Photo ID and/or Employee ID and your insurance card at the time of your appointment.

If you have received the flu shot recently, you must wait at least 2 weeks before scheduling the COVID-19 vaccine.

Before scheduling...
 Favorite this appointment to easily schedule again later

SCHEDULE

STEP 10: You will see confirmation of your scheduled first dose COVID-19 vaccination appointment. But you are **NOT** done quite yet.

Please click on **ECHECK-IN** to complete this process and to be ready for your visit!

STEP 11: Please **REVIEW** and **SIGN** the online consent form(s) that are presented to you:

- Consent to treat/HIPAA if it has not been signed within 1 year.
- COVID Vaccine Consent.
- COVID Vaccine Attestation.

STEP 12: Click in the Patient Signature and/or Patient name field to Sign the form.

Click **CONTINUE**.

The screenshot shows a web browser window displaying a "COVID Vaccine Consent" form. At the top, it identifies "UConn Medical Group" and the patient "T25001247 Tttmycreg,Alison". The main text is a consent statement for COVID-19 vaccine administration. Below the text is a signature field labeled "Patient Signature" containing a green checkmark and the handwritten signature "Alison Tttmycreg". A red arrow points to this signature. Below the signature field, it says "Patient's Signature (or parent or guardian if patient is a minor)" and "Eff. 12/2020 Rev. 00/0000 Page 1 of 1". At the bottom of the form, there are three buttons: "CONTINUE" (green), "CLEAR FORM" (blue), and "CANCEL" (red). A red arrow points to the "CONTINUE" button.

STEP 13: You MUST click **SUBMIT** to complete the process.

The screenshot shows an "eCheck-In" page. At the top, there is a "Sign Documents" icon and text. Below that, it says "Please review and address the following documents." and "Information regarding our Privacy Policy can be found [here](#)." There are two document cards: "Phys Consent for Treat HIPAA" (signed on 1/8/2021) and "COVID Vaccine Consent" (signed on 1/8/2021). Each card has a "REVIEW" button. At the bottom, there is a message: "Once this step is completed, documents will be submitted for clinic review." Below this message are two buttons: "FINISH LATER" and "SUBMIT". A red arrow points to the "SUBMIT" button.

STEP 14: IF YOU HAVE COMPLETED ALL OF THE STEPS ABOVE YOU SHOULD BE PREPARED FOR YOUR FIRST DOSE COVID-19 VACCINATION APPOINTMENT.

Thank you.

If any MyChart technical difficulties or questions, please contact 860-679-4400 and choose option #2.