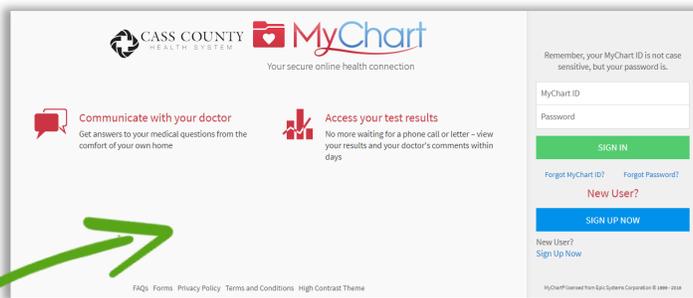


Welcome to MyChart



Through our partnership with University of Iowa Hospitals & Clinics, we are pleased to offer our patients MyChart, a free, web-based tool that gives you instant access to your personal health information. *Please keep in mind, MyChart will only show information from November 4, 2017 and forward.*



With MyChart, you can:

- ✓ View your medical record
- ✓ Request an appointment
- ✓ See test results
- ✓ Request a prescription renewal
- ✓ Email questions to your provider's office
- ✓ Find trusted health information
- ✓ View upcoming appointments

Login at mychart.casshealth.org

Who can use MyChart?

Patients who:

- ✓ Are age 12 or older
- ✓ Are a CCHS patient or University of Iowa Health Care patient
- ✓ Have received an access code (given to you on your printed visit summary at the end of your next appointment)
- ✓ Have an email address, internet access, and an up-to-date web browser

Navigating MyChart

MyChart is easy to use and navigate. The icons across the top of the screen (Messaging, Visits, Health, Billing, Settings, Resources) help you find the information you need.



Messaging

Message Center

Ask a Question

Under Messaging, you can view your messages in the *Message Center*, or select *Ask a Question*. When you select *Ask a Question*, you'll first choose what kind of question you have:

- *Get Medical Advice*
- *Customer Service Question*

Next, you'll fill out a brief form with your questions. Typically, messages will be responded to within 2 business days.



Visits

*Appointments,
Visits, Admissions*

Request an Appt (Appointment)

Cancel Appointment

The Visits section will list your upcoming appointments, any notes you may need to know about your appointment, and you can also request or cancel appointments. By clicking on past appointments, you'll be able to review your provider's notes.



Health

What's in My Record?

Test Results
Health Summary
Current Health Issues
Medications
Allergies
Immunizations
Medical History

Medical Tools

MyChart Central
Download My Record
*Who's Accessed
My Record?*
Authorize Sharing
Questionnaires
Wallet Card

The Health section of MyChart is full of great tools. Whether you're monitoring test results (available after 3 business days), reviewing medications, or just need to print a handy reference card for your wallet — the Health section is where you'll find it.

MyChart - Home

Secure | <https://mychart.uihealthcare.org/cchs/inside.asp?>

CASS COUNTY HEALTH SYSTEM

Jane Doe

Messaging

Visits

Hea

Welcome!

Read your messages. You have 2 new messages.

View instructions for your appointment on Thursday, November 30, 2017

To Do

Medical Nutrition Therapy with Emily Krengel, LDiet
Thursday November 30, 2017 3:00 PM
Arrive by 2:45 PM

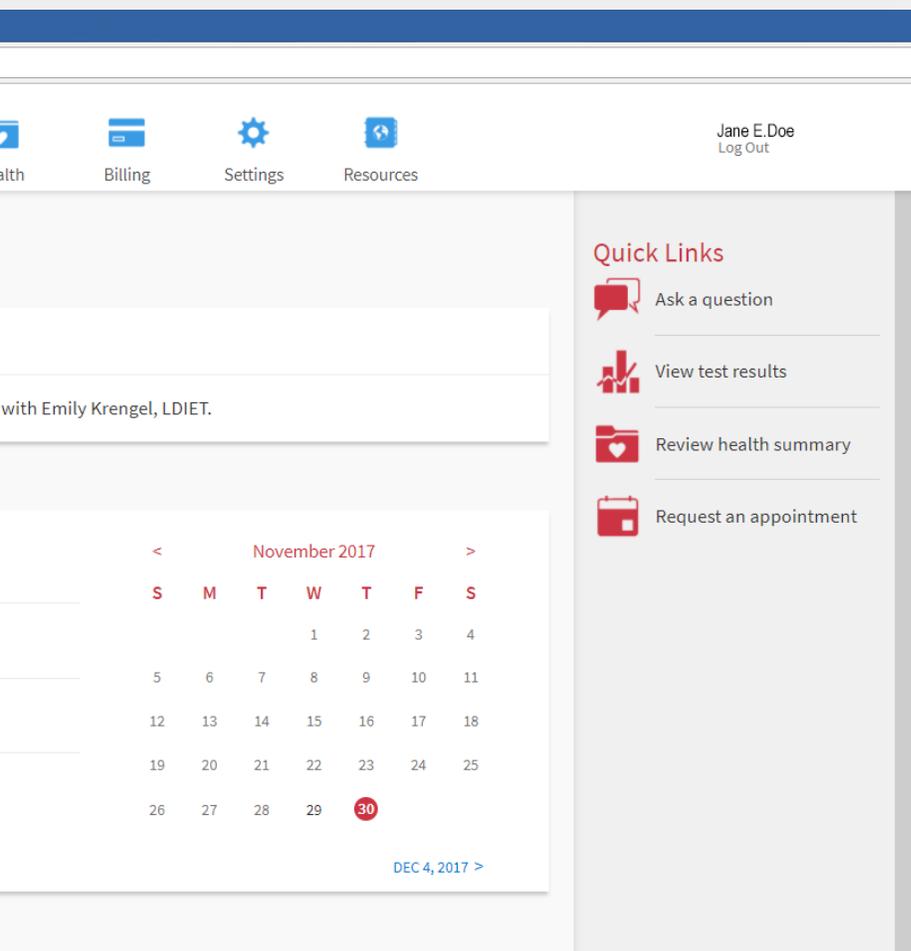
Return Appt with Kathryn J Denning, PT
Monday December 04, 2017 4:00 PM

Return Appt with Elaine Berry, MD
Wednesday December 06, 2017 8:45 AM

Revisit with Urogynecology Cchs
Monday March 26, 2018 12:45 PM
Arrive by 12:30 PM

What's New in MyChart

Billing account details
Billing statements are available for visits on or after 11/4/2017.



Resources

Search Medical Library

If you're looking for medical information that you can trust, start with the *Search Medical Library* feature on MyChart. This search tool works through MedLinePlus, a site created by the U.S. National Library of Medicine. You can find information on treatments, medications, medical videos, and more.



*Have your activation code and ready to get started?
Set up your account today at
mychart.casshealth.org*



Billing

*Billing Acct Summary
Insurance Summary
Coverage Details
Billing FAQs*

The Billing Acct Summary page lists the contact information and hours of Avadyne Health, which is a company we partner with for billing services. As an extension of our business office, Avadyne Health is ready to help you pay your bill or answer your questions.

The *Insurance Summary* lists your active insurance coverage, and you can edit or add coverage here, too.

Please note that online bill payment is not made through MyChart. To pay your bill online, please follow the instructions on your statement.



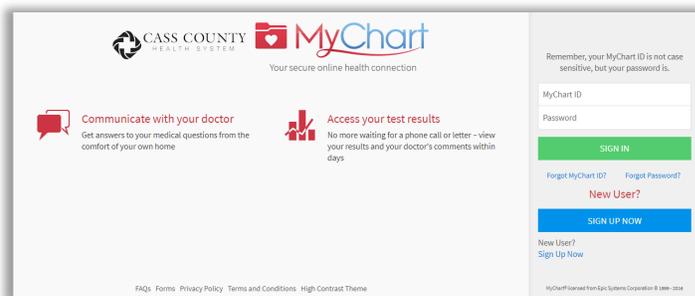
Settings

*Patient Info
Demographics
Password, Security Settings
Notifications Settings
Manage My Accounts
Personal Preferences
Personalize*

This section of MyChart is where you'll see and edit your address and phone numbers, reset your password, set up when & how you want to receive notifications about appointments, and link to other MyChart accounts.

How do I use my Activation Code to sign up?

1. In your web browser, go to <http://mychart.casshealth.org>.
2. Click on the blue **Sign Up Now** button.
3. Enter your activation code and other personal verification items, such as the last four digits of your Social Security number and your date of birth. Click Next.
4. On the next page, choose the following:
 - **MyChart username.** This should be something that others wouldn't be likely to guess but easy for you to remember. It cannot be changed at any time.
 - **Password.** This should be a unique combination of numbers and letters, using both uppercase and lowercase letters. Your password must be at least six characters and must be different from your MyChart username. Choose a password that you don't use for other websites.
 - **Security question.** This question will be used to verify your identity if you forget your MyChart password. Choose a security question from the list and enter your answer. Your answer cannot include your password.
5. On the next page, choose whether you want to receive a notification message in your personal email when there is new information available in your MyChart account. If you opt to receive email alerts, enter your email address.



How do I log in to MyChart?

1. In your web browser, go to <http://mychart.casshealth.org>.
2. Enter your MyChart username and password, and click **Sign In**.

How do I get an activation code?

Most patients should receive an activation code in the printed Visit Summary. If you don't have an activation code, you can complete a paper form to request one, you can request one online, or you can call us at the number listed below.

To request an activation code online:

1. On the MyChart login page, click **Forms** link at the bottom of the page.
2. Under Self Access Requests, download the MyChart Access Application form.
3. Mail, email, or fax the completed form to CCHS.
4. Your request will be processed within 3 business days of receipt.

Can I use MyChart to see a family member's health information?

We offer parents or legal guardians access to their children's health information. Access for designated immediate family (such as adult children caring for parents, spouse, and individuals not able to make their own health care decisions due to disability or mental illness) is available using Incapacitated Access. Adult to adult access is also available.

To download these application forms:

1. On the MyChart login page, click **Forms** link at the bottom of the page.
2. Download the appropriate forms from this page. The types of access available are:
 - Parent/Guardian Access
 - Incapacitated Patients
 - Adult to Adult (spouse, parent, child over 18 years)
3. Mail, email, or fax the completed form to CCHS.
4. Your request will be processed within 3 business days of receipt.

Frequently Asked Questions

For a complete list of answers to Frequently Asked Questions about MyChart:

1. In your web browser, go to <http://mychart.casshealth.org>.
2. Click on the **FAQs** link on the bottom of the page.

Contact Us

Questions about MyChart?
Please contact Health
Information Management
using the phone number
or email address below.

(712) 250-8235
mychart@casshealth.org