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AREA AGENCY ON AGING & DISABILITIES

**SCHEDULING  
AN APPOINTMENT**  
on MyChart

A comprehensive guide.



# What is MyChart?

MyChart is a secure online health tool that connects patients to online medical records that allows you to:

- see test results
- message your physician
- schedule appointments, and more.

## MyChart Purpose

MyChart functions as an **additional** healthcare tool. It does not replace face-to-face doctor visits, but rather is a supplemental way to help you access them.

## Accessing MyChart

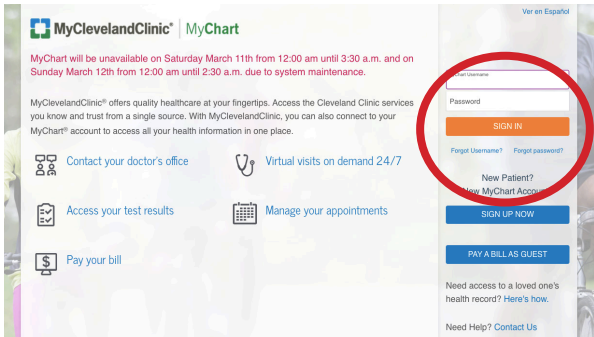
MyChart is accessible through your main clinic provider such as:

- SummaHealth
- Cleveland Clinic
- University Hospitals

# Step-by-Step

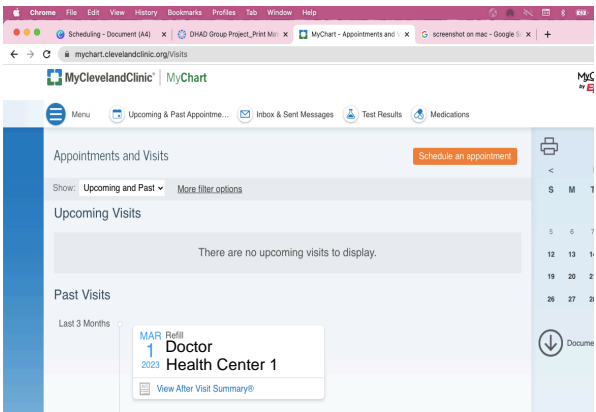
## 1. Log in

Login by inputting your chosen Username and Password to the orange box on the upper right-hand side of the page.

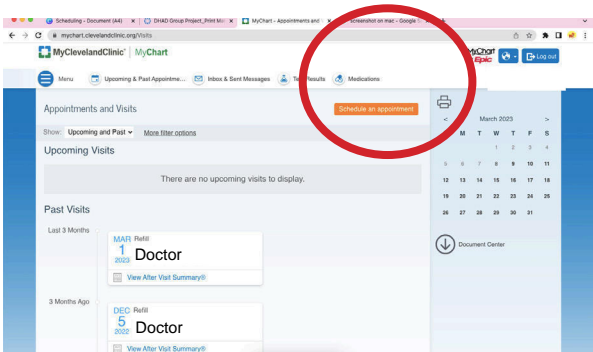


## 2. Homepage

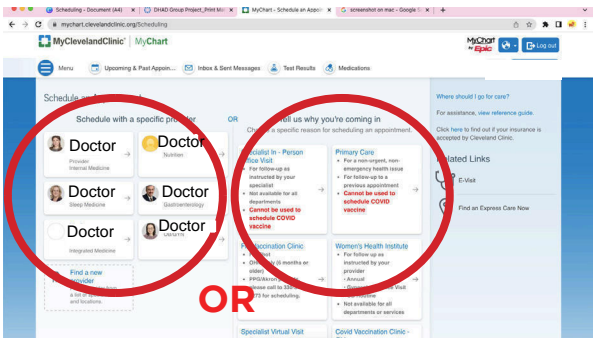
Once logged in, you will find the homepage where you can access your inbox, test results, and appointments.



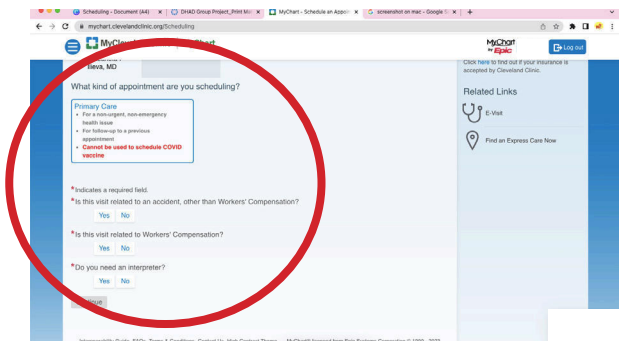
## 4. Click “schedule an appointment”



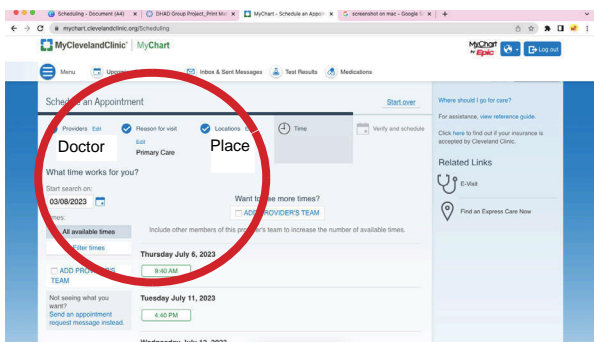
## 6. Select the provider you would like to schedule with (left side) **OR** select the reason for scheduling an appointment (right side)



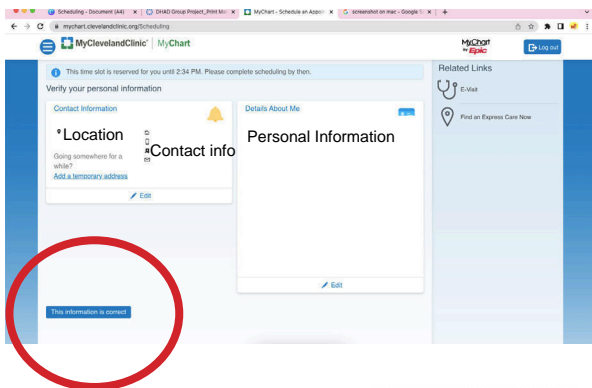
# 7. Answer the yes/no questions provided and click continue



# 8. Click on an available time provided on the screen



# 9. Verify your information and click "This information is correct"



# You've made your appointment!



## DISCLAIMERS:

- The screenshots in this guide are sourced from Cleveland Clinic's MyChart portal. Other portals may look different.
- NEVER give out personal information to a website you don't recognize or to someone you don't know.

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