



DIRECTION HOME AKRON CANTON 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 faceto-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.

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4. Click "schedule an appointment"

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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"

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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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