

# COVID-19 Vaccine Appointment Scheduling

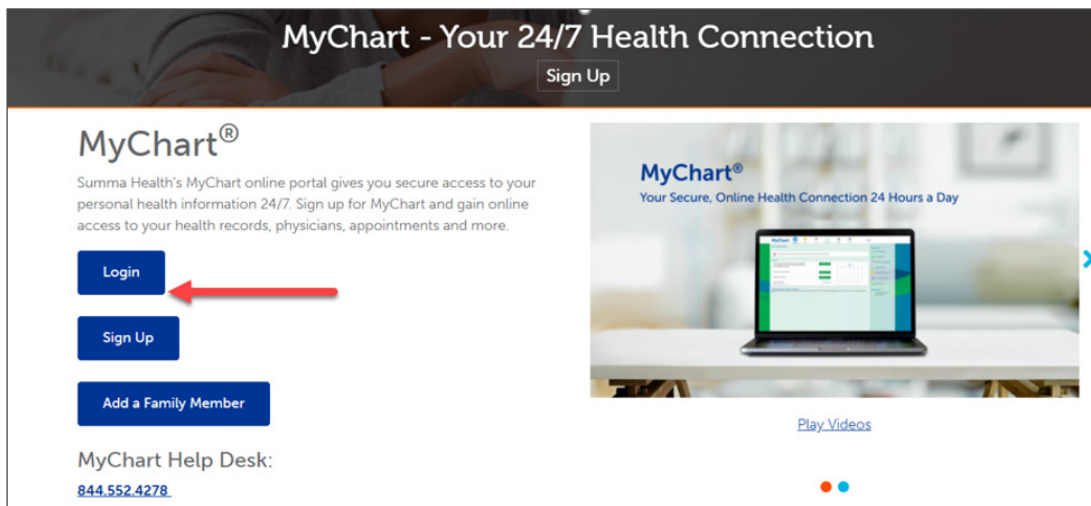
## MyChart Computer Desktop Application Instructions

Summa Health patients are eligible to schedule a vaccination appointment through MyChart based on the age ranges defined by the Ohio Department of Health. Upon logging into MyChart, the system will recognize your age and will allow access to the schedule if you meet the following criteria:

- Jan. 18: Ohioans 80 years of age and older.
- Jan. 25: Ohioans 75 years of age and older and those with severe congenital or developmental disorders.
- Feb. 1: Ohioans 70 years of age and older and employees of K-12 schools who wish to remain or return to in-person or hybrid models.
- Feb. 8: Ohioans 65 years of age and older.
- Under 65 years of age – vaccine rollout to be determined.

If you are a Summa Health patient, meaning you've met with a Summa Health physician within the past three years, you automatically have a MyChart account. However, if you do not regularly access your MyChart account, you can easily activate it now.

[summahealth.org/MyChart](https://summahealth.org/MyChart)

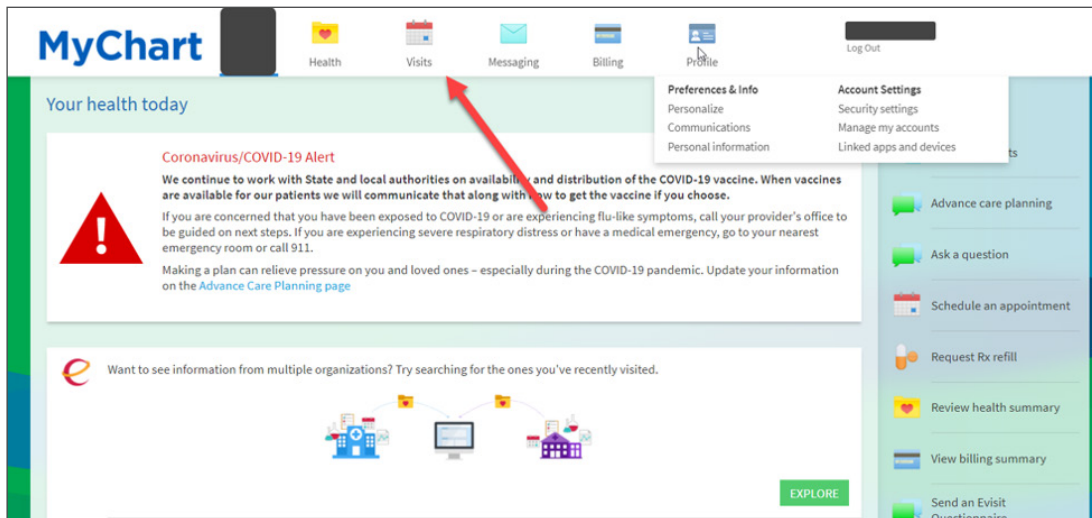


The screenshot shows the MyChart website homepage. At the top, it says "MyChart - Your 24/7 Health Connection" with a "Sign Up" button. Below this, the MyChart logo is displayed, followed by a description: "Summa Health's MyChart online portal gives you secure access to your personal health information 24/7. Sign up for MyChart and gain online access to your health records, physicians, appointments and more." There are three buttons: "Login", "Sign Up", and "Add a Family Member". A red arrow points to the "Login" button. To the right, there is a banner image of a laptop displaying the MyChart interface, with the text "MyChart® Your Secure, Online Health Connection 24 Hours a Day" and a "Play Videos" link below it. At the bottom, there is a "MyChart Help Desk:" section with the phone number "844.552.4278".

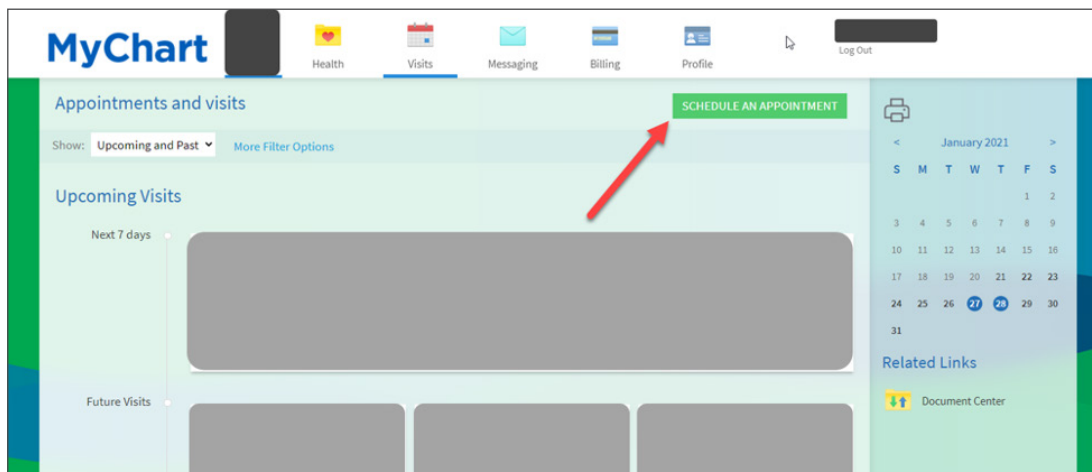
Follow prompts by entering your known username and password or continue as a new user. The help line for new users is **844.552.4278**.



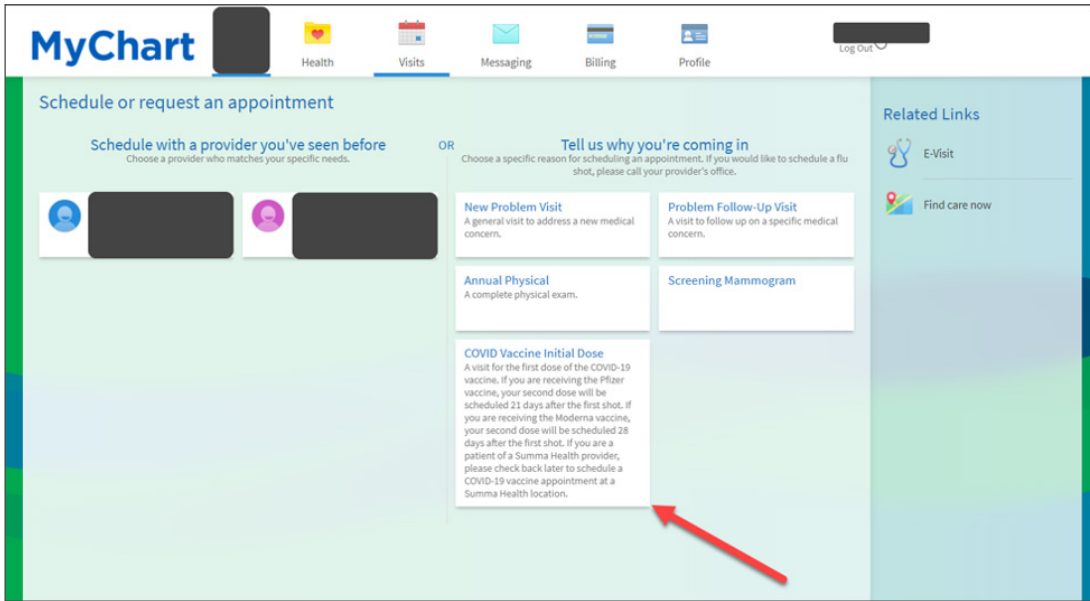
Upon logging into MyChart, select the visits icon.



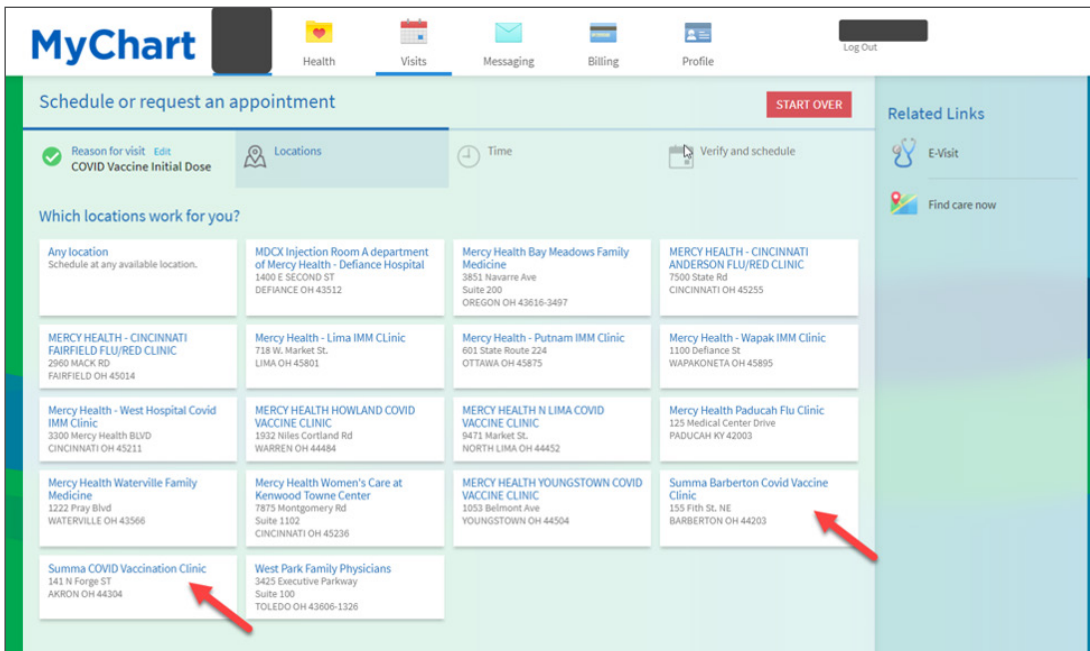
Select 'SCHEDULE AN APPOINTMENT'.



Select 'Tell us why you're coming in'. This option will be displayed if you are eligible to schedule the COVID-19 vaccine.



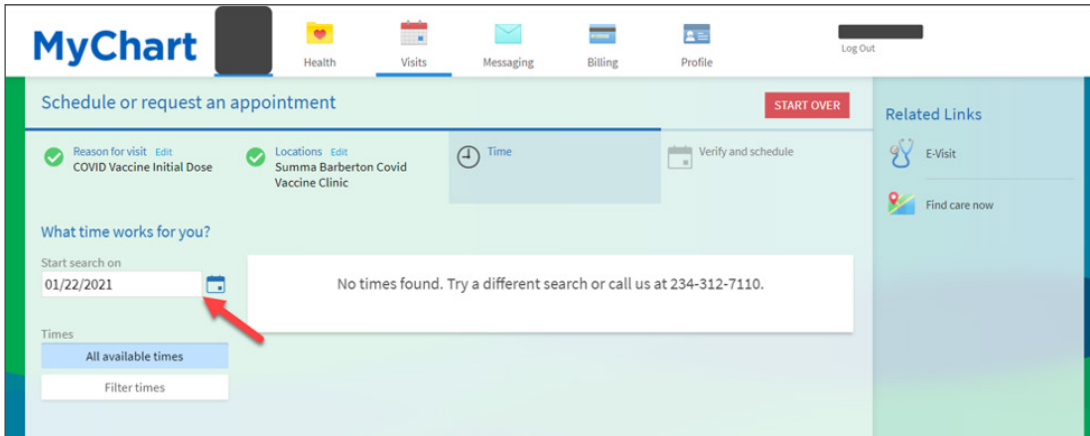
Locations with available time slots will be displayed. Select the desired location.



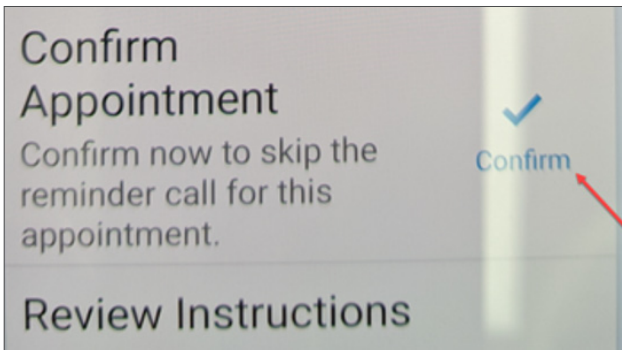
After selecting the facility, click 'continue'.



The open time slots will display. If there are not any open time slots, conduct a different search.



Confirm appointment by selecting the check mark icon.



The system will display a green highlighted checkmark to confirm your appointment has been scheduled.

