COVID-10 Vaccine Appointment Scheduling

MyChart Mobile 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 year, you automatically have a MyChart account. The mobile application (app) can be downloaded from Google Play or Apple Store.

1. Open the **MyChart** app on your phone.

2. 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**.
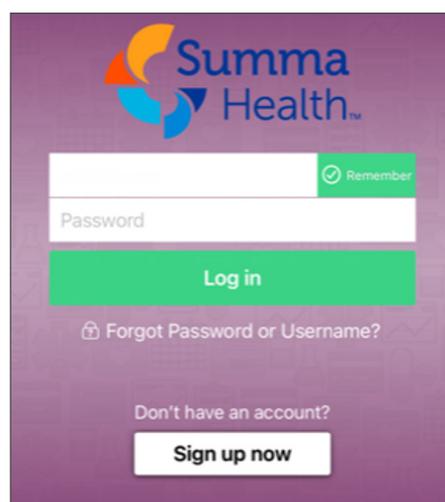
3. Upon logging into MyChart, select the **'appointments'** icon.
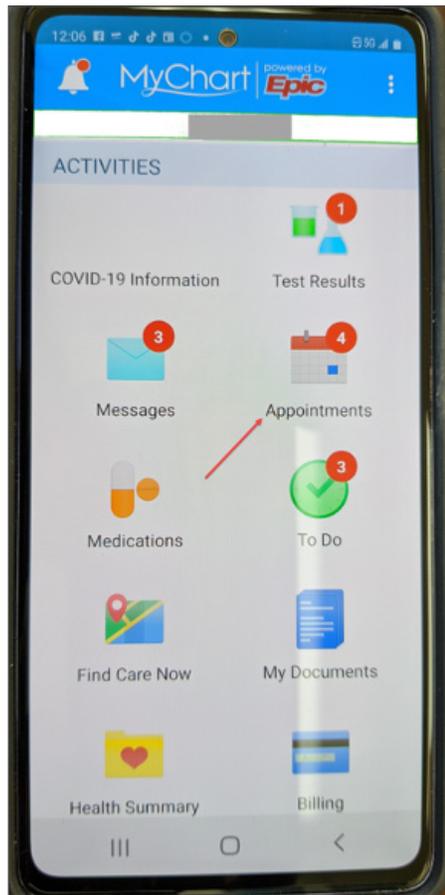
4. Select **'Tell us why you're coming in'**. This option will be displayed if you are eligible to schedule the COVID-19 vaccine.
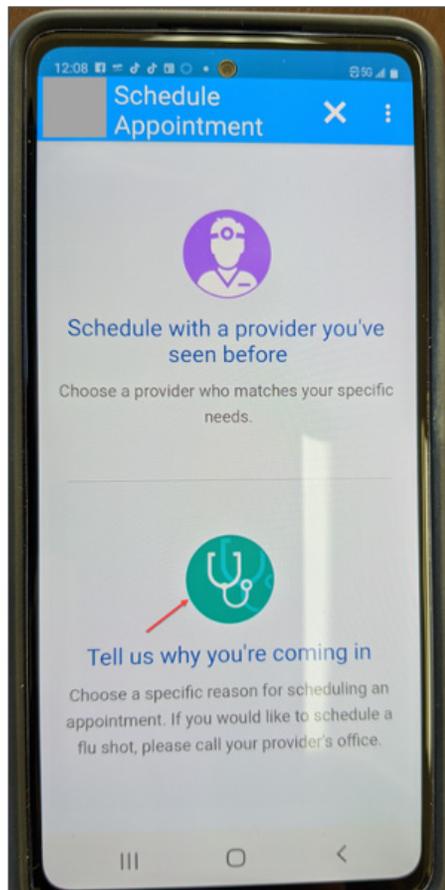
5. Scroll down and if you're eligible, the **'COVID Vaccine Initial Dose'** will be listed. Select this option.
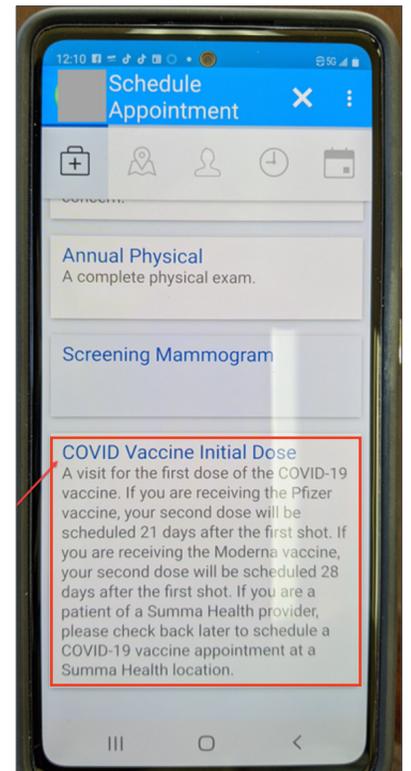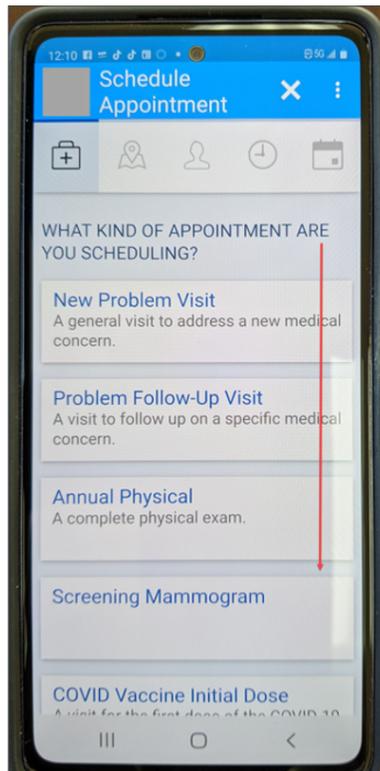
6. Locations with available time slots will be displayed. Scroll to select the desired location.
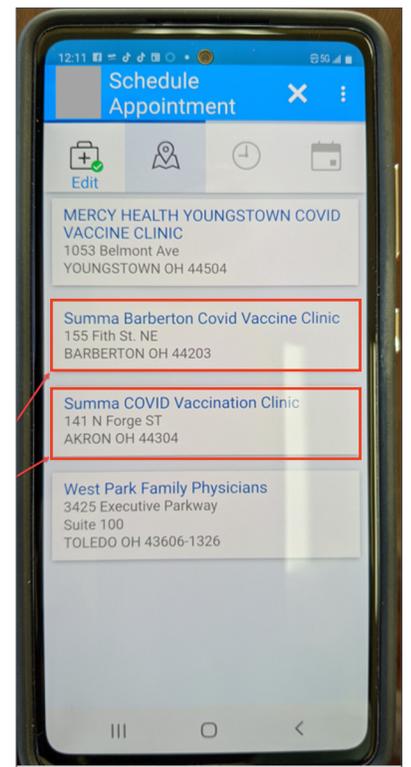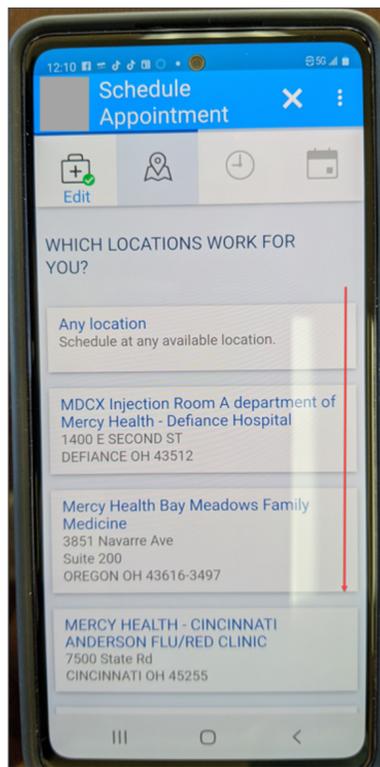
7. After selecting the facility, click **'continue'**.
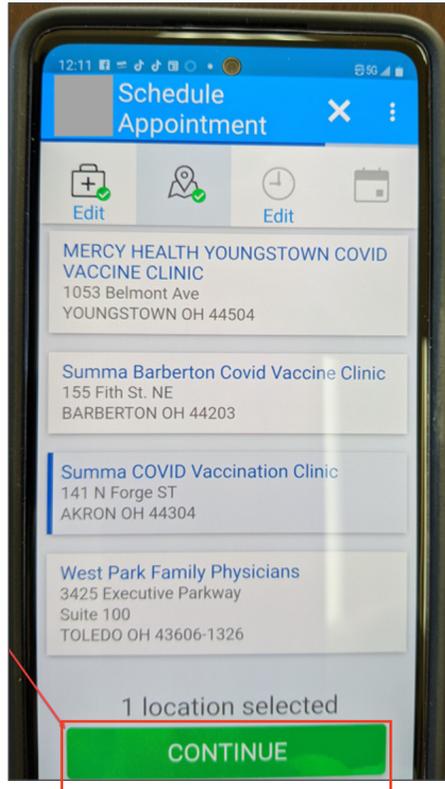
8. The open time slots will display. If there are not any open time slots, conduct a different search.
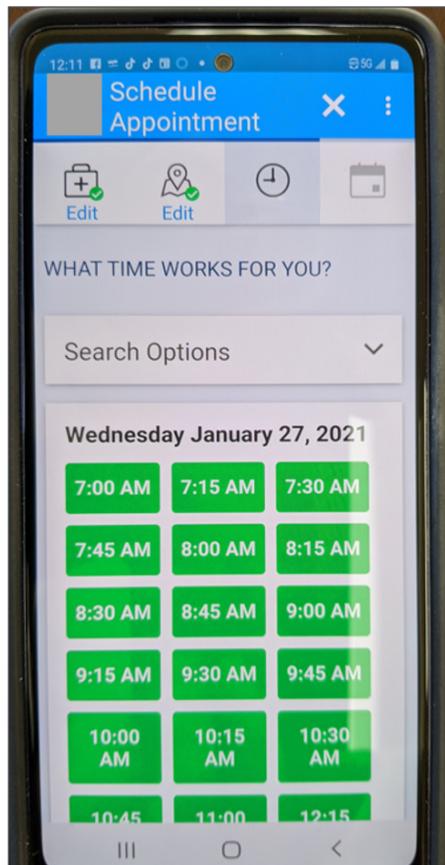
9. Review your personal information for accuracy. Select **'edit'** to make corrections. When all information is correct, select **'This Information is Correct'** button.
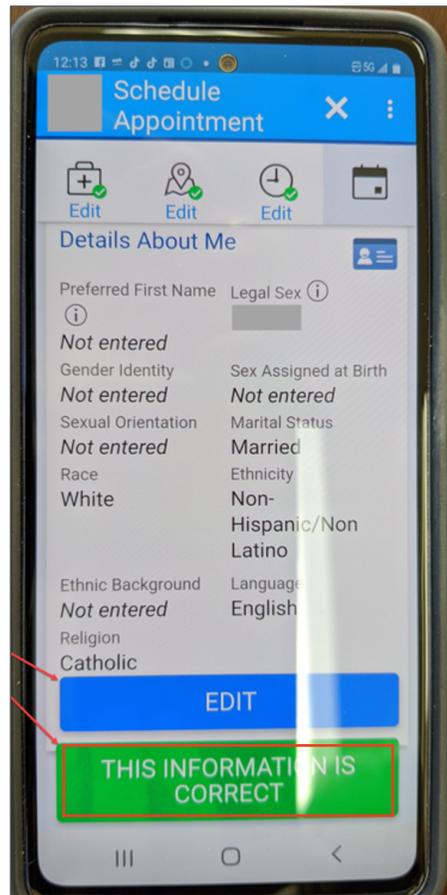
10. Review your insurance information for accuracy. Select **'edit'** to make corrections. When all information is correct, select **'This Information is Correct'** button.
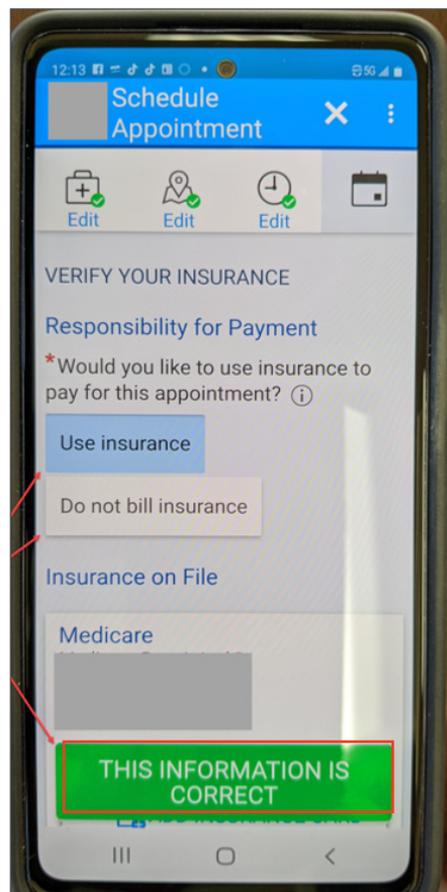
11. Provide the reason for the visit by entering **'COVID vaccination'** and select the **'Schedule'** button.
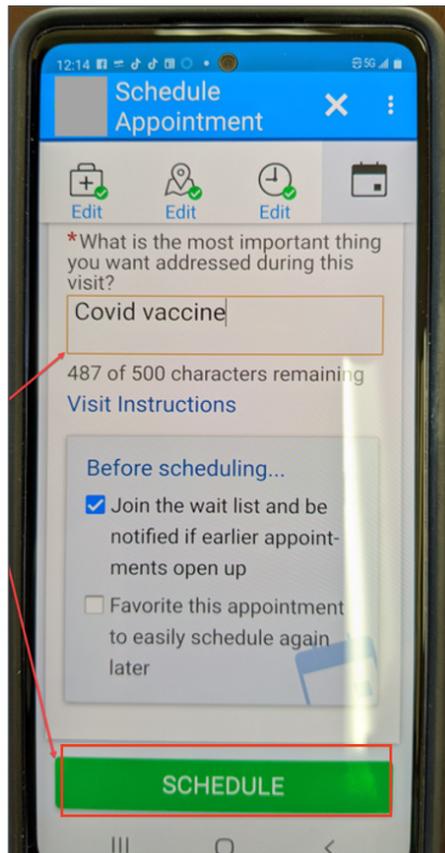
12. Final step: Review the scheduled appointment select **'Confirm'**.
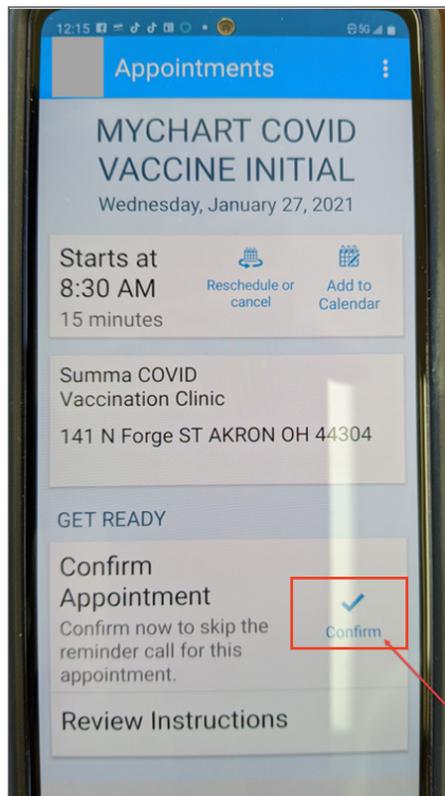
13. Upon selection, the system will display confirmation your appointment is scheduled.