Tip Sheet

How to Schedule an Appointment in MyChart

In some cases, patients have the ability to schedule appointments with members of their Health Care team, from within MyChart. To know if the clinic you visit uses this feature, ask your Health Care Provider at your next visit.

If a member of your Health Care Team is using this feature, you will be able to schedule an appointment with them from inside MyChart, once you establish a relationship with them. To establish a relationship with a Health Care Provider you just need to see them for a visit.

If your Health Care Provider is participating in the feature, and you have an exisiting relationship with that provider, you can schedule an appointment from MyChart by completing the following steps:

Schedule an Appointment with your Health Care Provider from MyChart
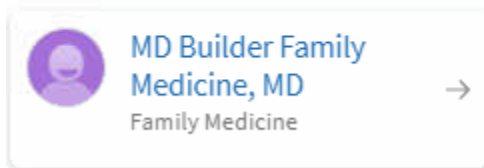
1. Log into your MyChart account
2. Go to the **Visits** activity, found on the main toolbar

3. Click the **Schedule an appointment** button
4. Select the provider you would like to schedule an appointment with by clicking on their name.

5. Select the kind of appointment you want to schedule. Often this will be a Problem Follow-up Visit.

Schedule an Appointment

✓ Providers Edit	⊞ Reason for visit	⊙ Locations	⏰ Time
MD Builder Family Medicine, MD			

What kind of appointment are you scheduling?

Problem Follow-Up Visit	Other
A visit to follow up on a specific medical concern. →	Request an appointment for a type of visit not listed here →

6. The location will pre-populate with the place the provider works.
7. Indicate the date and time you would like the visit to occur on. <u>You will only be presented with available dates and times for the provider you are trying to schedule with</u>.

Schedule an Appointment

✓ Providers Edit	✓ Reason for visit Edit	✓ Locations Edit	⏰ Time
MD Builder Family Medicine, MD	Problem Follow-Up Visit	West Lincoln Memorial Hospital	

What time works for you?

Start search on:

19/05/2022 📅

Times:

All available times
Filter times

Not seeing what you want?
Send an appointment request message instead.

Thursday 19 May 2022

3:30 PM	3:45 PM

Friday 20 May 2022

8:00 AM	8:15 AM	8:30 AM	8:45 AM
9:15 AM	10:00 AM	10:15 AM	10:30 AM
11:00 AM	11:15 AM	11:30 AM	11:45 AM

8. Verify that your demographic (contact) and insurance information (or OHIP) is correct, when prompted.
9. Indicate the problem or concern you would like addressed at your visit, and **press Schedule It**.
10. You will see a confirmation that your visit was scheduled.

Appointment Details

> ✓ **Appointment Scheduled**
> You're all set! You can review details of your upcoming appointment below.

Important Considerations

1. The scheduler for the clinic you booked the appointment in will get a notice that you have done this, so you do not need to call anyone to tell them you have scheduled an appointment.
2. If your Health Care Team is not participating in this feature now, it does not mean they will not be participating in the future.

3. If you are unable to successfully schedule an appointment from MyChart, please contact the clinic you want to schedule with directly.
4. If you have questions about MyChart or technical issues logging in to your account or changing your password, please contact us by email: epicmychart@hhsc.ca, or by phone by calling 905-521-2100, extension 63313.
5. Visit our HHS Website for more tip sheets and information about MyChart at https://www.hamiltonhealthsciences.ca/patients-visitors/digital-health-care/mychart/