MyChart SignUp

As you check patients in and out for their appointments, you can ask them about MyChart. A new window alerts you if a patient hasn't signed up yet. You can help the patient do so from within your normal workflow. Patients will still need to activate their MyChart accounts on their own.

1. When the MyChart Signup window appears, indicate how the patient would like to receive their MyChart signup information:
   - Click ✉**Send E-mail** to send the patient an activation code to the email address currently on file.
   - Click 💬**Send Text** to send the patient an activation code via text to the phone number they have on file or a different phone number.
   - Click 🖨**Print Letter** to print the activation code for the patient.
   - Click 🕐**Ask Later** if the patient wants to be asked again after today. If the patient has multiple appointments in one day, after you click 🕐**Ask Later**, he won't be asked again at the later appointment(s).
   - Click 🧍**Patient Declined** if the patient does not want to sign up for MyChart.
   - Click 📁**Open Proxy Access** to set up a proxy relationship for a patient. Proxy relationships must be set up from inside the chart of the subject, or the person whose chart the proxy needs to access

✉	💬	🖨	🕐	🧍	📁
Send Email	Send Text	Print Letter	Ask Later	Patient Declined	Open Proxy Access
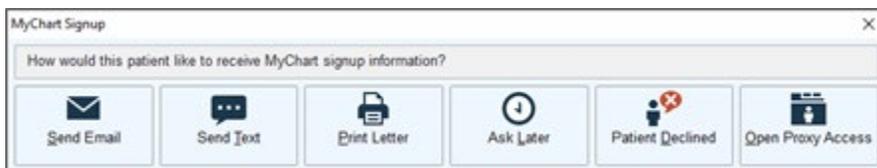
ⓘ	You can grant a patient MyChart access at any time by clicking the **Inactive** link next to MyChart on the Interactive Face Sheet.