

MyChart - Explore My Visits

In MyChart, upcoming appointments and scheduled appointments can be viewed. In the "Visits" history sections, visit summaries and admission summaries can be viewed.



- 1) Open MyChart
- 2) From the homepage, select the "Visits" tab.

Upcoming Appointments

The screenshot shows the "Upcoming Appointments" page. At the top, there is a calendar icon and the title "Upcoming Appointments". Below the title, it says "Click on a row to see more details about an appointment." There is a table with three columns: "Date / Time", "Description", and "Department". The table contains one row with the following data: "Friday September 21, 2012 11:45 AM", "Office Visit with Physician Family Medicine, MD", and "EMC Family Medicine 123 Anywhere Street VERONA WI 53593". At the bottom of the table, there is a button labeled "Back to the Home Page".

Future appointments can be viewed in the "Upcoming Appointments" feature. Select a scheduled appointment to see information, such as date, time and location of the visit, pre-visit instructions if applicable, and directions to the clinic.

Request an Appointment

- 1) Choose the provider, the reason for the visit, and preferred dates and times.
- 2) Enter comments regarding the reason for the appointment.
- 3) Within 3 business days, the clinic will contact the patient to verify an appointment date and time.

The screenshot shows the "Request an Appointment" page. At the top, there is a calendar icon and the title "Request an Appointment". Below the title, it says "If you would like to schedule an appointment for a different reason, please call the clinic. Expect a response within 2 business days." There is a section titled "From: Theodore March". Below this, there are several dropdown menus and input fields: "Want to see:" (Family Medicine, Physician, MD -PCP-), "Would see:" (The person I've selected), "Reason for visit:" (New Problem Visit), "Preferred dates:" (From: 9/18/2012, To: [calendar icon]), and "Preferred times:" (Morning, Afternoon) with checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday. At the bottom, there is a large text area for comments, a "Maximum 5000 characters" note, and "Send" and "Cancel" buttons. At the very bottom, there is a button labeled "Back to the Home Page".

Schedule an Appointment

Schedule an Appointment

Step 6: Choose date/time preferences

Reason for visit: Office Visit

Note: You can schedule appointments from 9/17/2012 to 9/17/2013.

Please select a date range and any time or day of the week preferences to search for available times. If no boxes are selected, all dates and times will be used to search for an available appointment.

Schedule with: Suetmeier, John, MD (WI Harbor Bluff North Family Practice)

Schedule at: WI HB North

Include members of care team when possible

Preferred dates: From: 9/17/2012 To: 9/21/2012

Preferred times:	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

< Back Continue > Cancel

- 1) Select a reason for the visit.
- 2) Verify demographic and insurance information.
- 3) Choose the appropriate clinic and the provider.
- 4) Enter preferred dates and times for the appointment. Available appointment slots appear based on the preferences chosen.
- 5) Choose an appointment from the list of available times.

Cancel Appointments

- 1) Select an appointment and click "Continue."
- 2) Enter cancellation comments.
- 3) Click "Confirm Cancellation"

Cancel Appointments

Select an appointment and click **Continue**. You will have a chance to review this decision on the next page.

Cancel	Date / Time	Provider	Department
<input type="radio"/>	Monday May 11, 2015 9:45 AM	Physician Family Medici	EMC Family Medicine

Continue > Select an appointment to cancel

Visit Summaries

Click on a row to see more details about a past appointment.

Date/Time	Description	Department	Actions
Tuesday April 15, 2014 1:30 PM	Office Visit with Physician Family Medicine	EMC Family Medicine	
Wednesday April 02, 2014 9:30 AM	Hospital Outpatient Visit with Emh Cardiac Echo	EMH Cardiac Noninvasive	
Friday March 28, 2014 8:45 AM	Office Visit with Physician Family Medicine	EMC Family Medicine	
Friday March 28, 2014	Office Visit with Physician O. Cardiology, MD	EMC Cardiology Department	
Thursday November 29, 2012	Patient Email with Physician Family Medicine	EMC Family Medicine	
Friday October 19, 2012	E-visit with Physician Family Medicine	EMC Family Medicine	

Visit History

- 1) View a summary of your past office visits.
- 2) A summary of a hospital visit can be viewed after being discharged from the hospital.