

MYCHART INSTRUCTIONS

You Migh	nt Want I	'o		Te
Read your me	ssages. You have 12 r	new messages.		5
📩 Schedule appo	pintments for your cu	rrent health reminders. 3 reminders nee	d your attention.	
Send a Message	to Your Doctor	View your health summary	View Test Results	
Schedule an a	ppointment	Request an Appointment.	Request Rx Refill	
Urgent Medical Mat	ters Chart to send any me	ssages requiring urgent attention. For urg	gent medical matters, contact your	
doctor's office or dial s	911.			
If you have medical qu	iestions about your c	hart, please submit a non-urgent messag	e or call your doctor's office.	
		wh site please call \$12,450_EDIC (3742)	from 8:00AM - 5:00PM Monday through	

- 1. Log into your MyChart account at **www.viewmychart.com.** (If you need help using MyChart, click on the link "MyChart Quick Start Guide" at the bottom of the page for detailed instructions. If you need further help, please call 812-450-3300.)
- 2. Once you've opened your MyChart account, click on the "Send a Message to Your Doctor" tab. (Circled in red)

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P	Get Medical Advice	
ase choo	ose which type of message you'd like to send.	
	Do you have a general medical question or concern?	
	- Do Lineed an appointment?	
	- Medication dosage clarification	
	- Advice about common illnesses	
	Send a message to our nursing staff.	
	Ask a general medical question	
	Do you have a non-urgent medical condition? Do you need more than just an answer to a	
	question? An e-visit allows you to communicate with your doctor online and get help without	
	coming in to the clinic.	
	E-visits are currently ONLY allowed to adult patients living in Kentucky.	
	Begin an e-visit	
	Back to the Home Page	

3. Click on the tab "Ask a general medical question." (Circled in red)

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Deaconess WEIGHT LOSS SOLUTIONS

Messaging Visits 🗭 My Medical Record	d 🛞 Billing 🏂 Preferences
Get Medical Advi	ce 👔 🚺
All pieces of information are required to request medica	al advice.
When sending a non-urgent medical request, the messa patient. If you are logged in as a proxy to another patier permanent medical record. Please ensure you are sendi	age becomes part of the permanent medical record of the MyChart nt's MyChart account, the message will become part of that patients ing your message from the appropriate account.
Expect a response within 2 business days.	
From: Test Mychart [1351443]	
To the office of: Sieboldt, Lori, MD	
Subject: Non-Urgent Medical Question	
The "Learn to Read a Food Label" nutrition lesson is comp Answers to Post-test are: 1. A 2. B 3. C 4. D 5. C Answers to the Nutrition Activity are: Type in your answe	leted. rs.
Thank you, MyChart Patient	
Attach an image: Browse	
Send Cancel	
Back t	to the Home Page
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- 6. On this screen, please go to the drop-down box "To the office of" and select Dr. Lori E. Sieboldt or Tammy Ransom, NP. (Circled in red)
- 7. Go to "Subject" and select "Non-Urgent Medical Question" in the drop down box. (Circled in green)
- 8. Type in the name of the nutrition lesson completed, the answers to the nutrition post-test, nutrition activity, and your name. Please see the example above. (In the blue box)
- 9. Send only one completed nutrition lesson (includes the post-test and nutrition activity) in one MyChart message.
- 10. You can submit your food and exercise diaries via MyChart by clicking on the "Browse" button (circled in black), attaching your documents and then clicking "Send" (the green button).