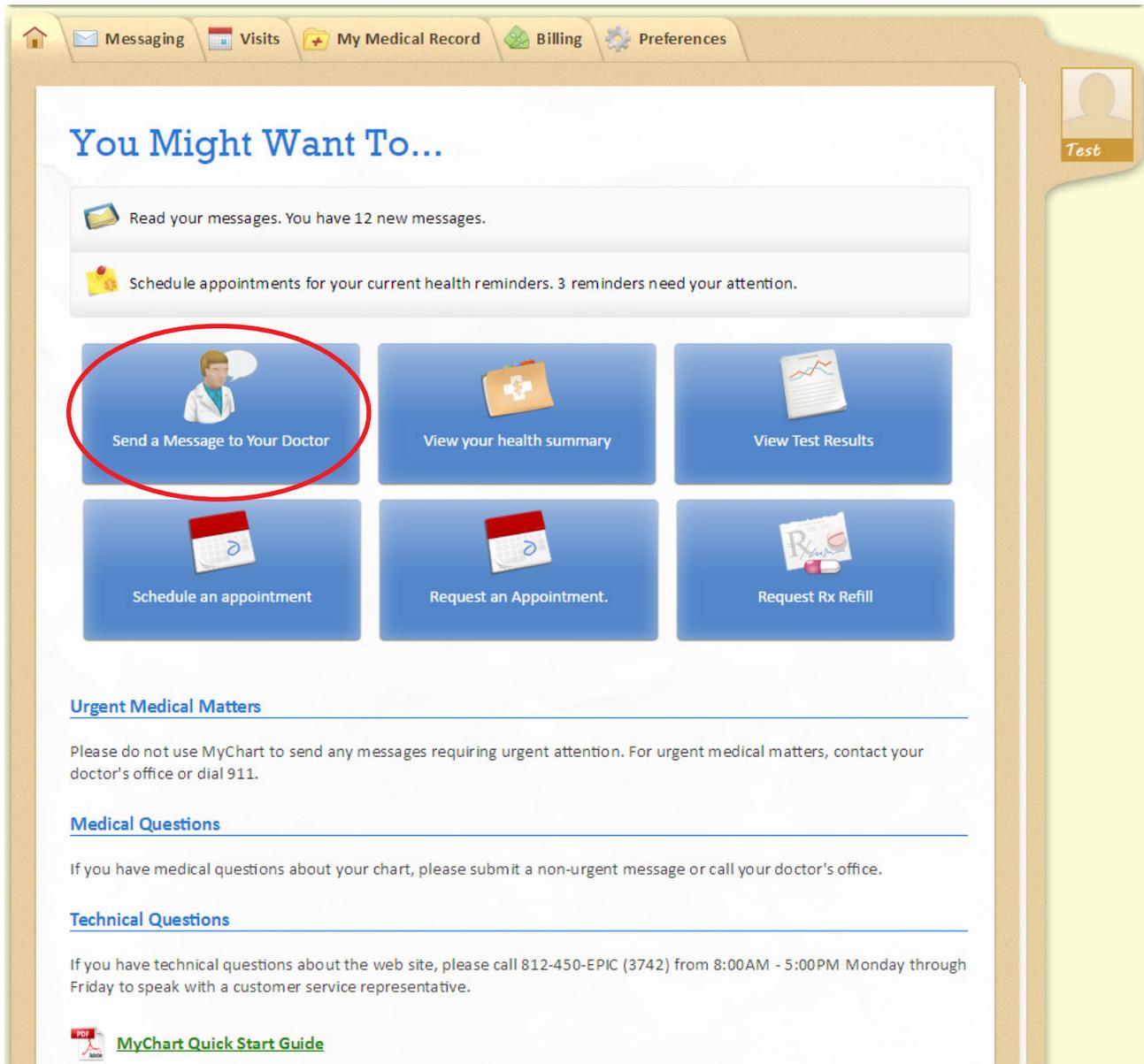


# MYCHART INSTRUCTIONS



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

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## Get Medical Advice ?

All pieces of information are required to request medical advice.

When sending a non-urgent medical request, the message becomes part of the permanent medical record of the MyChart patient. If you are logged in as a proxy to another patient's MyChart account, the message will become part of that patient's permanent medical record. Please ensure you are sending 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 completed.  
 Answers to Post-test are: 1. A 2. B 3. C 4. D 5. C  
 Answers to the Nutrition Activity are: Type in your answers.

Thank you,  
 MyChart Patient

Attach an image: [Browse](#)

[Send](#) [Cancel](#)

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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).