COVID Vaccine Scheduling Your 2nd Dose

Follow the steps below to schedule your 2nd dose of the COVID vaccine. To properly ensure that all of colleagues are able to receive a COVID Vaccination in a timely manner, it is of utmost importance that you perform E-Check in MyChart prior to arriving for your appointment.

Click HERE to jump to the eCheck-In steps!

Schedule Your 2nd COVID Vaccine

Once you are logged into your MyChart account, you can schedule your 2nd COVID Vaccination Appointment.

1. Click the Visits button and then click Scheduling Tickets.
   - Note: This can also be done via the MyChart Mobile App by Pressing Visits and then Scheduling Tickets.

2. From the Schedule an Appointment Page, click on Schedule Now for the COVID-19 Vaccine 2nd Dose Appointment-“Brand” scheduling ticket.
3. From here, you will be prompted with a question asking if you had a severe allergic reaction to the 1st Dose of the COVID Vaccine.

A couple of questions
* Did you have a severe allergic reaction (including Anaphylaxis) to the first dose of the Covid-19 Vaccine?

  Per the CDC, a severe allergic reaction (including anaphylaxis) is a contraindication for the second dose of the Covid Vaccine.
  ** A severe allergic reaction or anaphylaxis is defined as symptoms that usually start within minutes of exposure to the substance to which you are allergic.
  Warning signs typically affect more than one part of the body and may include:
  - Low Blood pressure (hypotension)
  - A swollen tongue or throat and trouble breathing
  - A weak and rapid pulse
  - Difficulty swallowing
  - Facial swelling
  - Mental Confusion
  - Received Epinephrine after the 1st Dose

  Symptoms that are NOT considered severe allergic reaction include:
  - Local arm pain or swelling
  - Localized rash

  Yes  No

CONTINUE

Note: If you had a severe reaction to dose 1, you will not be able to schedule your appointment.

4. You will then be prompted to select the area in which you work.

A couple of questions
* Do you work in an ambulatory/outpatient practice or a Hartford HealthCare acute care location?

  Ambulatory/Outpatient  HHC Hospital campus  Both (Inpatient and Outpatient)

CONTINUE

5. You will then be directed to a page where you can select a location to receive your vaccine. Click the location of your choice.
6. Once you select a location, select a **date** and **time**.

7. Confirm your information in the **Verify your personal information** section. To update any information, click the **EDIT** button in the lower right corner of the **Contact Information** or **Details About Me** sections. Once the information is correct, click **THIS INFORMATION IS CORRECT**.
8. Next, confirm your insurance on the **Verify your insurance** screen.

- Select **Use insurance** to use the coverage on file that displays on this screen.
- If the plan needs any updates, click **Update coverage**.
- To remove this plan, click **Remove coverage**.
- Click **Add a Coverage** if you need to add a new insurance plan on your account.
Note: If you select **Do not bill insurance**, the visit will be processed as a “self-pay” and you will be responsible for vaccine administration costs.

9. Once you have verified the coverage for this visit, click **THIS INFORMATION IS CORRECT**.

10. Enter a reason for your visit and click **Schedule**.

10. Once you click **Schedule**, you will see a confirmation of your appointment.
COVID Vaccine eCheck-In

To properly ensure that all of colleagues are able to receive a COVID Vaccination in a timely manner, it is of utmost importance that you perform E-Check in MyChart prior to arriving for your appointment.

1. Once you have scheduled your appointment, you will see a confirmation of your appointment. Click on eCheck-in to begin the check-in process. You can also find eCheck-in from your home screen or your appointment details.

2. Update your personal information with your most recent address and phone number. Ensure that both your Race and Ethnicity are filled out as they are required for CDC Vaccination Reporting.
3. Confirm your insurance information. Select Use Insurance and fill in/confirm your insurance information.

** If you are a HHC Employee, you will NOT be billed for the vaccine but the information is needed for registration **

- Select **Use insurance** to use the coverage on file that displays on this screen.
- If the plan needs any updates, click **Update coverage**.
- To remove this plan, click **Remove coverage**.
- Click **Add a Coverage** if you need to add a new insurance plan on your account.
Note: If you select **Do not bill insurance**, the visit will be processed as a “self-pay” and you will be responsible for vaccine administration costs.

4. Once eCheck-in is completed, you will see this screen: