

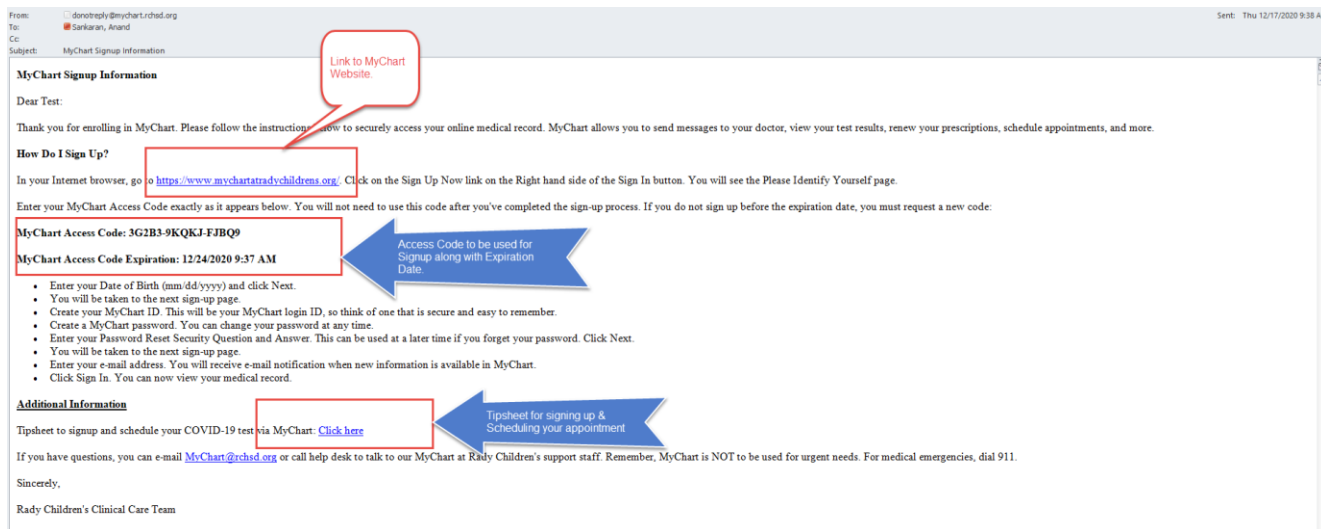
MyChart Sign Up & COVID-19 Testing Appt Scheduling

SIGNUP for a New MyChart Account:

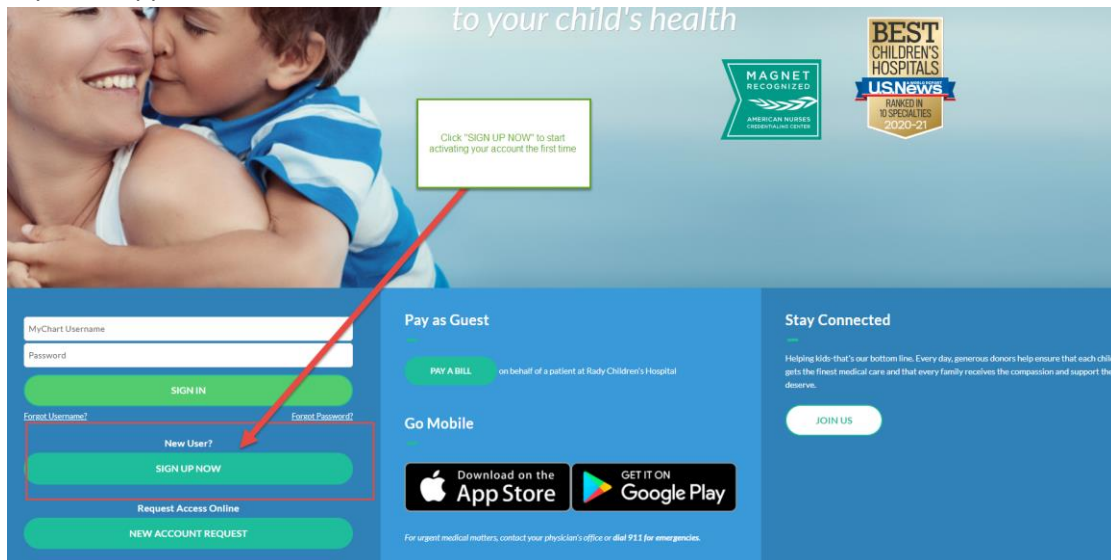
Please use the details provided on the MYCHART SIGNUP Email you may receive to create your MyChart Account.

NOTE: This is a new account for you as an EMPLOYEE. You CANNOT use your existing “proxy” type account that may already exist if you are a parent or legal guardian for a patient at Rady Children’s Hospital San Diego or its affiliates.

1. Click on the Link to access MyChart Website from the email as shown below:



2. Click “SIGN UP NOW” to sign up for your new account. You may also do the same from the MyChart App on an iOS or Android device.



3. Input your "Access Code" from your email and your Date of Birth to click Next. Refer Step1 to see where the Access Code is located.

MyChart at Rady Children's

Ver en Español

Please Identify Yourself

Step 1

All fields are required. New Activation Codes can only be obtained at the doctor's office with a valid ID. New codes are NOT give over the phone or via email.

MyChart Activation Code
Enter your Activation Code as it appears on your enrollment letter (your code is not case sensitive). You will not need to use this code after you complete the signup process.

XXXXX - XXXXX - XXXXX

Date of Birth
Enter your date of birth in the format shown, using 2 digits for the year (If you are the parent or guardian, please enter YOUR date of birth).

mm / dd / yyyy

NEXT

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4. Create a UNIQUE username and password to proceed further. Please note that your CANNOT use the same username if you have an older/existing account as a proxy.

MyChart at Rady Children's

Ver en Español

Choose a Username & Password

Step 2 of 3

All fields are required.

Please choose your MyChart Username and password.

MyChart Username
Create a MyChart Username. It cannot be changed, so think of one that is secure and easy to remember.

employee1
Username may consist of a-z, 0-9, and . _ or @

Password
Create a password. Your password must be different than your MyChart Username. Security tip: Use a combination of numbers and letters in your password. Also mix upper and lower case letters.

Eight characters or more; case sensitive

Retype Password

NEXT

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Create your unique USERNAME and PWD. If you already have a Proxy MyChart account for another patient, this username should be DIFFERENT from your existing/older account. This will be YOUR MyChart account and not be related to your PROXY account for another patient.

5. Ensure notifications are enabled and confirm your email address as shown below. Then click “Sign In”.

6. Accept the “Terms & Conditions” to Complete your Signup Process.

Schedule a COVID-19 test:

1. From within your MyChart account, select "Schedule an appointment" as shown below:

The screenshot shows the MyChart at Rady Children's home page. The navigation bar includes icons for Test, Health, Visits, Messaging, Billing, Resources, and Profile. A "Quick Links" sidebar on the right contains several options, with "Schedule an appointment" highlighted by a red rectangular box. A blue arrow points from the text "To Start 'Scheduling' a COVID-19 test, click 'Schedule an appointment'" to the highlighted button. Other visible elements include a "Coronavirus/COVID-19 Alert" with a warning icon, a "COVID-19 Results now available for Teen Proxies" section, and a "NEW - EZ Arrival/Online Check In Update for Outpatient Appointments:" section with a list of steps.

2. Select the "EMPLOYEE COVID-19 TESTING (ASYMPTOMATIC ONLY)" to begin your appt scheduling process

The screenshot shows the "Schedule an Appointment" page. The "Tell us why you're coming in" section offers several appointment types. The option "EMPLOYEE COVID-19 TESTING (ASYMPTOMATIC ONLY)" is highlighted with a red rectangular box and a red arrow pointing to it. Other options include "Allergy Injection ONLY - Schedule", "Children's Primary Care Flu Vaccine", "Video Visit", "Rady Children's Flu Vaccine Clinics (Specialty Care)", and "Schedule a Follow-up Visit (Specialty Care)".

3. Pick a time slot that works best for you

The screenshot shows the "Schedule an Appointment" page with the time slot selection grid. The "Reason for visit" is set to "EMPLOYEE COVID-19 TESTING (ASYMPTOMATIC ONLY)". The "Locations" are "Rady Children's Occupational Health" and "Providers" are "OPC PACU 2 - OHS". The "Time" section shows a grid of available time slots for Friday, December 18, 2020, from 7:00 AM to 10:20 AM. A red callout box points to a time slot with the text "Pick a 'time' that works best for you and".

Friday December 18, 2020				
7:00 AM	7:05 AM	7:10 AM	7:15 AM	7:20 AM
7:25 AM	7:30 AM	7:35 AM	7:40 AM	7:45 AM
7:50 AM	8:00 AM	8:05 AM	8:10 AM	8:15 AM
8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM
8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM
9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM
9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM
10:00 AM	10:05 AM	10:10 AM	10:15 AM	10:20 AM

4. Enter a concern for your visit. You can enter "Covid-19 test" and click "Schedule" to complete your scheduling step

MyChart at Rady Children's

Test Health Visits Messaging Billing Resources Profile Test One Employee Log Out Ver en Español

Schedule an Appointment

START OVER

- Reason for visit: EMPLOYEE COVID-19 TESTING (ASYMPTOMATIC ONLY)
- Locations: Rady Children's Occupational Health
- Providers: OPC PACU 2 - OHS
- Time: Friday December 18, 2020 2:00 PM

Verify and schedule

Is everything correct?

EMPLOYEE COVID-19 TESTING (ASYMPTOMATIC ONLY) with OPC PACU 2 - OHS

Friday December 18, 2020 2:00 PM (5 minutes)

Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123
858-576-1700

*What is the main medical concern for this visit?
This is a test
86 of 100 characters remaining

Before scheduling...
 Favorite this appointment to easily schedule again later

SCHEDULE

Call 911 for emergencies
If this is an emergency, dial 911 instead!

Your chart on the go
Manage your health with our MyChart app, available on Android and iOS. Download now!

Enter a "Comment" and click on "SCHEDULE" to schedule your appointment

5. EZ ARRIVAL is a process that helps expedite our checkin and ensures we capture as much information contactless as possible. Please complete EZ Arrival for each of your appointments. EZ ARRIVAL is REQUIRED for COVID-19 test appointments.

MyChart at Rady Children's

Test Health Visits Messaging Billing Resources Profile Test One Employee Log Out Ver en Español

Appointment Details

Appointment Scheduled
You're all set! You can review details of your upcoming appointment below.

COVID-19 Testing

Friday December 18, 2020 7:55 AM PST (5 minutes)
Add to Calendar

Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123
858-576-1700

This appointment cannot be canceled online. To cancel, please call 858-576-1700.

Get ready for your visit!

CONFIRM

EZ ARRIVAL

Let staff know you don't need a reminder call.

Save time by completing eZ Arrival ahead of time.

Complete EZ ARRIVAL. This helps us in expediting the Registration process and is a required before your test.

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BACK TO VISITS LIST PAGE

6. First step within EZ Arrival is the Insurance verification process. Please ensure you verify/update insurance information. You can also “Add a coverage” as shown in screenshots below:

Adding a new coverage:

MyChart at Rady Children's

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eZ Arrival

Insurance Questionnaires Sign Documents

Insurance on File

Aetna
Aetna Ppo
Subscriber Name
Employee, Test One
ADD INSURANCE CARD PHOTOS

Verifying Insurance Information
Please wait while we verify your insurance information. This may take up to 45 seconds.

You may skip verification, but your insurance information may not be up to date during online check-in.

SKIP VERIFICATION

Cigna
Member Name
Employee, Test
Member Number
text123456
Added

This information is correct

NEXT FINISH LATER

After you submit an insurance update, Select "SKIP VERIFICATION" if it takes too long or continue to wait and you should be taken to the next screen automatically within a minute.

7. Second step is the Questionnaires step as shown below. Please complete and click Next.

MyChart at Rady Children's

Test Health Visits Messaging Billing Resources Profile Test One Employee Log Out

eCheck-In

Insurance Questionnaires Sign Documents

Employee and Subscriber Demographics
For an upcoming appointment with on 12/18/2020

* Indicates a required field.

* Street address
test address

* City
San Diego

* State
California

* Zip Code
92123

* Phone Number
8585761700

* Is the insurance policy holder's address the same as above?
Yes No

CONTINUE FINISH LATER CANCEL

COMPLETE the Qnr and click "Continue".

eCheck-In

Insurance Questionnaires Sign Documents

Employee and Subscriber Demographics

For an upcoming appointment with on 12/18/2020

Please review your responses. To finish, click **Submit**. Or, click any question to modify an answer.

Question	Answer
Street address	test address
City	San Diego
State	California
Zip Code	92123
Phone Number	8585761700
Is the insurance policy holder's address the same as above?	yes

Review and "Submit" your answers.

[BACK](#) [SUBMIT](#) [FINISH LATER](#) [CANCEL](#)

8. The last step within EZ Arrival is the consent forms. Please Review and Sign as shown below. The consents are good once signed for a certain time frame (details for each form given below) and will NOT be required for every visit.

eZ Arrival

Insurance Questionnaires Sign Documents

Please review and address the following documents.

Joint Notice of Privacy Practices Not Signed Yet	Specimen Consent Not Signed Yet
--	---

Once this step is completed, documents will be submitted for clinic review.

[BACK](#) [FINISH LATER](#) [SUBMIT](#)

[BACK TO THE HOME PAGE](#)

JNPP: (Joint Notice of Privacy Practices form signature is only collected once unless the content is changed. You will not need to sign it more than once)

Joint Notice of Privacy Practices

effective for the medical information we maintain. If our privacy practices change, a revised notice will be available at the registration areas and on our websites.

Link: [Joint Notice of Privacy Practices](#)

Please acknowledge that you received our Joint Notice of Privacy Practices.

I received the Joint Notice of Privacy Practices and my signature is below.
 I decline to sign the acknowledgement of receipt of the Joint Notices of Privacy Practices (no signature required).

Note: The law does not require you to sign this acknowledgement. Signing does not mean that you have agreed to any special uses or disclosures (sharing) of the health records. Refusing to sign this acknowledgement does not prevent Rady Children's from using or disclosing your health information as HIPAA permits. If you decline to sign this Acknowledgment, we will keep a record of that declination.

If signed by someone other than the patient, enter name and relationship:

Relationship to Patient:
 Self Parent Legal Guardian Other Approved Caregiver

Name of Legal Representative: * Test Employee

Signature of Patient or Legal Representative

Complete the form by selecting the required fields and signing your name. You can do it either on a browser with your mouse or your MyChart App using your finger to sign.

We means and this acknowledgement applies to Rady Children's Hospital - San Diego (RCHSD), including Rady Children's Specialists of San Diego, A Medical Foundation (RCSSD), Helen M. Bernhardt Center for Medically Fragile Children, Rady Children's Homecare, and satellite locations operated by RCHSD and RCSSD, Rady Children's Health Network (RCHN) providers including Children's Physicians Medical Group (CPMG) and Tier 1 Providers, Children's Specialists of San Diego, A Medical Group, Inc., UCSD Pediatric Associates, including UCSD Developmental Behavioral Pediatrics, Physicians (Medical Staff), nurses and other personnel of these organizations.

7/9/10 (06/2020) Page [pageNum] of [pageCount]

CONTINUE CLEAR FORM CANCEL

SPECIMEN CONSENT: (Specimen Consent form signature is required Once every year)

Specimen Consent

b. under California law, patients do not have any rights in Specimens or rights to any commercially useful products that may be developed through research using Specimens.

I understand that after signing this Agreement, I cannot later prohibit use of Specimens that have already been shared. However, I can prevent future sharing of Specimens by making a written request to RCHSD.

My consent choices are outlined as follows (select one):

I GIVE MY CONSENT FOR Rady Children's Hospital - San Diego and Children's Primary Care Medical Group, Inc. to use and share with researchers any Specimens collected during the course of treatment.
 I DENY CONSENT FOR Rady Children's Hospital - San Diego and Children's Primary Care Medical Group, Inc. to use and share with researchers any Specimens collected during the course of treatment.

Signature of Patient or Authorized Representative:

If I sign this form as the Patient's Legal Representative, I understand that all references in this form to "I", "me" or "my" refer to the Patient.

If signed by someone other than the patient, enter name and relationship:

Relationship to Patient:
 Self Parent Legal Guardian Other Approved Caregiver

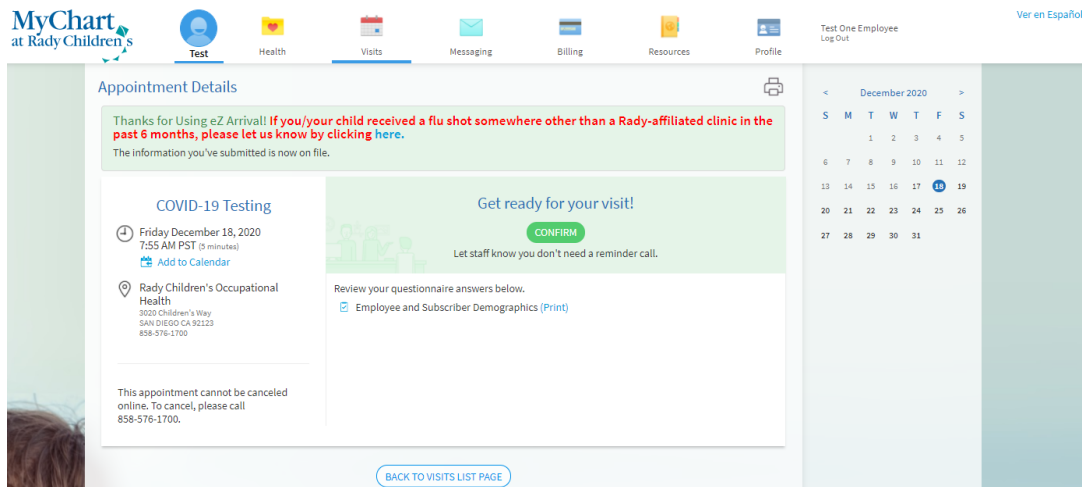
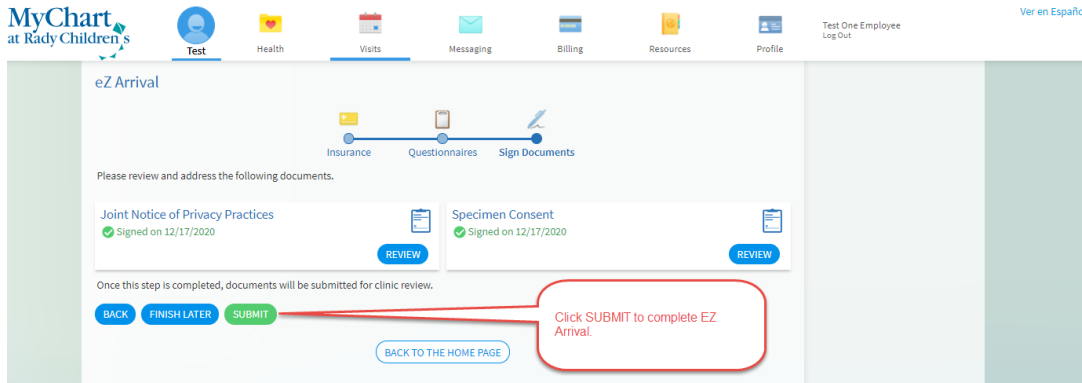
Name of Legal Representative: * Test Employee

Signature of Patient or Legal Representative

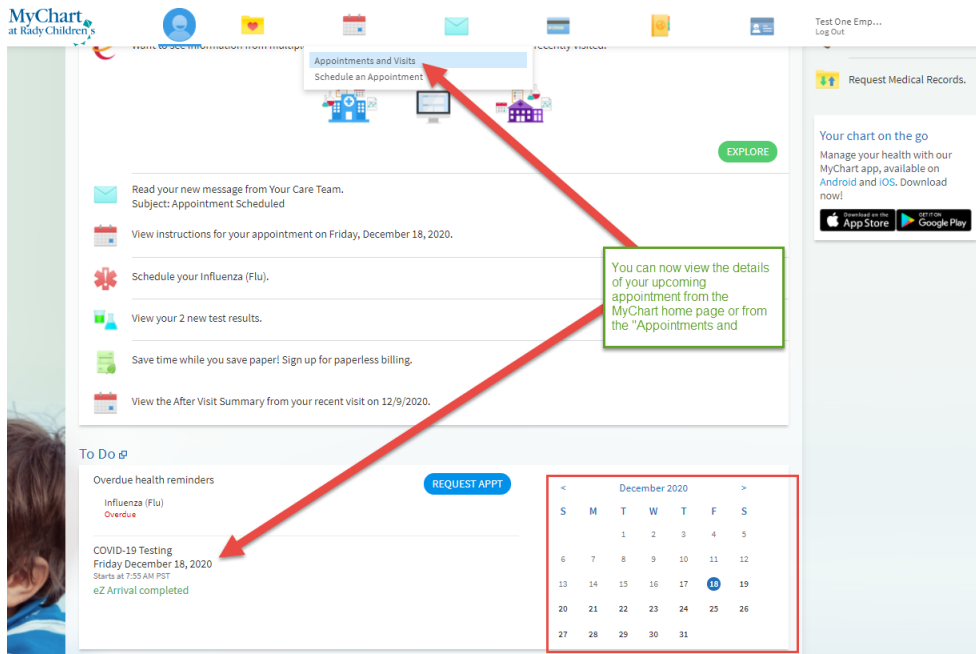
7/30/00 (06/2020) Page [pageNum] of [pageCount]

CONTINUE CLEAR FORM CANCEL

9. Click "SUBMIT" to complete EZ Arrival



10. You can review your upcoming appointments directly from your MyChart home page. You can also review the same from the MyChart Mobile App.



Appointment Cancellation and/or Re-Scheduling:

If you would like to ReSchedule and/or Cancel your appointment, please use the links within the appointment details page and/or under “Visits → Appointments & Visits”.

NOTE: Cancellation/Rescheduling of appointments is ONLY allowed until 24 hours before appointment date.

MyChart at Rady Children's

Test Health Visits Messaging Billing Resources Profile Test One Employee Log Out Ver en Español

Appointments and Visits

SCHEDULE AN APPOINTMENT

Show: Upcoming and Past More Filter Options

Upcoming Visits

Next 7 Days

DEC 18 Fri COVID-19 Testing Starts at 7:55 AM PST (5 minutes)
Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123
858-576-1700

DEC 18 Fri COVID-19 Testing Starts at 3:10 PM PST (5 minutes)
Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123
858-576-1700

Reschedule Appointment
X Cancel Appointment

If you would like to cancel or reschedule your appointment please use the links shown here. You can get to this screen from "Visits-> Appointments and Visits".

Cancellation Process:

Cancel Appointment

Confirm Cancellation

DEC 18 2020 COVID-19 Testing Starts at 2:00 PM PST

Comments:
Cannot make this appointment.

224 of 254 characters remaining

BACK CONFIRM CANCELLATION

Please enter a comment and select "Confirm Cancellation" to cancel your appointment.

Cancel Appointment

Cancellation Confirmed

Thank you. Your appointment has been canceled.

BACK TO THE HOME PAGE

ReScheduling Process:

Reschedule Appointment

START OVER

Time Verify and schedule

Original appointment information

COVID-19 Testing with OPC PACU 2 - OHS
Friday December 18, 2020
3:10 PM (5 minutes)
Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123

Select a different time that works for you

What time works for you?

Start search on 12/18/2020

Times

- All available times
- Filter times

Friday December 18, 2020				
7:00 AM	7:05 AM	7:10 AM	7:15 AM	7:20 AM
7:25 AM	7:30 AM	7:35 AM	7:40 AM	7:45 AM
7:50 AM	8:00 AM	8:05 AM	8:10 AM	8:15 AM
8:20 AM	8:25 AM	8:30 AM	8:35 AM	8:40 AM
8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:05 AM
9:10 AM	9:15 AM	9:20 AM	9:25 AM	9:30 AM
9:35 AM	9:40 AM	9:45 AM	9:50 AM	9:55 AM

Call 911 for emergencies

If this is an emergency, dial 911 instead!

Your chart on the go

Manage your health with our MyChart app, available on Android and iOS. Download now!

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Related Links

Scheduling Homepage

Reschedule Appointment

START OVER

Time Verify and schedule

New appointment information

COVID-19 Testing
Friday December 18, 2020
7:00 AM (5 minutes)
Rady Children's Occupational Health
3020 Children's Way
SAN DIEGO CA 92123
858-576-1700

Why do you want to reschedule this appointment?
test

Enter a reason for rescheduling and click "Schedule". This will cancel out your older appointment and reschedule you for the slot

SCHEDULE

Call 911 for emergencies

If this is an emergency, dial 911 instead!

Your chart on the go

Manage your health with our MyChart app, available on Android and iOS. Download now!

Download on the App Store | GET IT ON Google Play

Related Links

Scheduling Homepage