Topic: How to Schedule a COVID-19 Vaccination Appointment via MyChart

Description: This tip sheet assists the general public in scheduling COVID-19 vaccinations at UT Southwestern Medical Center.

Link to UTSW COVID-19 Vaccination Website.

Once you have registered for a UT Southwestern MyChart account, you will receive a MyChart message when you become eligible to schedule a COVID-19 vaccination appointment.

1. Log in to your UT Southwestern MyChart account using your personal username and password:



2. After you log in, select 'Schedule an Immunization'.

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enu Menu	TSchedule an Immunization Messages 🗔 Visits 💰 Request Rx Renewal	P Patient -
Welcome		
Share	e Everywhere	Learn More
Give o	ne une access to your realth mornauon to any clinician with a computer and internet access.	Dismiss
🛕 Diphtl	neria, Tetanus, and Pertussis Vaccine (Tdap / Td) has been overdue since January 01, 1991.	View Details
🛕 Flu Sh	ot has been overdue since August 01, 2020.	View Details
e Want for the	to see information from multiple organizations? We are always adding new organizations to our network, so try searching e ones you have recently visited.	Explore
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You will then be prompted to answer a few short questions under Symptom Checker:





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You'll an	iswer a series of questions to narrow We'll in on your symptoms.	reference your chart while you use this tool.	We'll provide you with next steps to take.		
For more i	information on the vaccine prior to sched	uling, please click the link below to ac	ccess the fact sheet.		
Pfizer Fac Moderna	Et Sheet Fact Sheet Click here for information vaccine	r more on the s			
*Indicates	s a required field.				
" Please s	select one of the following:	tion			
	I ALREADY RECEIVED the COVID-19 vacc	ination and I can provide documenta	tion.		
	I DECLINE the COVID-19 vaccination.	I AM DEFERRING the COVID-19 vacci	nation at this time.		
Continu	e Finish later Cancel	Back to Symptom Checker			

3. The Symptom Checker will make vaccination recommendations based on your provided answers:

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😝 Menu 👔 Schedule an Immunization 🖾 Messages [J Visits 🔣 Request Rx Renewal	P Patient -
Symptom Checker Here's what we recommend for you.	da	
COVID-19 Vaccine		
I accept this recommendation		
Back to Sympton	n Checker	

You must accept this recommendation before you can schedule your vaccination appointment.

4. A scheduling ticket has now been created – click on Continue

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	Symptom Checker Here's what we recommend for you.	÷		
	CoviD-19 Vaccine			
	Scheduling Ticket Created A confirmation email and/or text message for a Scheduling Ticket will be sent to the email address and/o mobile phone number that you have on file. Click CONTINUE to begin scheduling your visit. Continue	и		
	Back to Symptom Checker			
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	😑 Menu 👔 Schedule an Immunization 🖾 Messages 🗔 Visits 💰 Request Rx Renewal		P Patient -	
	Schedule an Appointment			
	Appointments you need to schedule			
	COVID-19 Vaccination Ordered by UT Southwestern Medical Center Schedule before Coburdue acoust			
	9/3/2021			

5. If vaccine is available, choose a location and time:



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Menu TSchedule a	n Immunization	Messages 🛅	Visits 🔥 Rec	quest Rx Renewal		P Patient -
Schedule an Appoint	ment				Start over	
Reason for visit COVID-19 Vaccination	Locations Edit Any location	4	Time	i v	erify and schedule	
What time works for you? Start search on 03/03/2021	Wednesday Mar	rch 3, 2021 COVID-19 Vaccinat	ion Clinic - WCB3			
Times	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:05 AM	
All available times	10:10 AM	10:15 AM	10:20 AM	10:25 AM	10:30 AM	
Filter times	10:35 AM	10:40 AM	10:45 AM	10:50 AM	10:55 AM	
	11:00 AM	11:05 AM	11:10 AM	11:15 AM	11:20 AM	
	11:25 AM	11:30 AM	11:35 AM	11:40 AM	11:45 AM	
1/ 1 H H H H H H H H H H H H H H H H H H	UTSouthwestern (2200 N. Stemmons Fre	COVID-19 Vaccinat www.ay Market Hall DAL	tion Clinic - Marke LAS TX 75207	t Hall		

NOTE: Vaccinations are contingent on supply, which is currently limited. If all doses have been accounted for, you will not see the screen shown above and instead will receive this message:

Schedule an Appointment

We apologize as no appointments are currently available. We encourage you to check back often as we frequently update our schedules. Thank you for your patience and for entrusting UT Southwestern with your health care needs. 6. You will be given a chance to review the selected date and time and provide any comments or concerns regarding your upcoming appointment. After that, click the blue **SCHEDULE** button:

MyChart */Epic	UTSouthwestern Medical Center	⊡ Log out
Menu T Schedule an Immunization	Messages 🕞 Visits 💰 Request Rx Renewal	P Patient -
Schedule an Appointment	Start over	
COVID-19 Vaccination	Verify and schedule Wednesday March 3, 2021 10:45 AM	
You're almost done Click the Schedule button if everything looks correct.		
COVID-19 Vaccination	★ Please let us know any other comments or concerns that you have regarding your upcoming visit.	
Wednesday March 3, 2021 10:45 AM		
UTSouthwestern COVID-19 Vaccination Clinic - WCB3	Schedule an Immunization Schedule an Immunization Image: Constraint of the state of the	
2001 Inwood Road 9th Floor Conference Center DALLAS TX 75390		-
214-633-2021	Schedule	

7. You now have a scheduled appointment to receive the COVID-19 vaccination.

Menu (†) Schedule an Immunization (2) Messages (2) Visits (3) Request Rx Renewal	- Ei							
Appointment Details	e B					Ľ	Pat	ient 🔻
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Appointment Scheduled You're all set! You can review details of your upcoming appointment below.		S 7	M 1 8	T 2 9	W 3 10	T 4 11	F 5 12	<b>S</b> 6 13
COVID-19 Vaccine 1st Get ready for your visit! Dose Confirm a Pre Check-In		14 21	15 22	16 23	17 24	18 25	19 26	20 27
<ul> <li>Wednesday March 03, 2021 10:45 AM CST</li> <li>Let staff know you don't need a reminder call.</li> <li>Save time by completing Pre Che ahead of time.</li> </ul>	eck-In	28	29	30	31			
UTSouthwestern COVID-19 Vaccination Clinic - WCB3 2001 Inwood Road 9th Floor Conference Center DALLAS TX 75390 214-633-2021								
Reschedule appointment								

- b. You can also complete your **PRE CHECK-IN.**
- 8. Your appointment is confirmed.

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You're all set! You can review deta	ls of your upcoming appointment belo	w.		1	2	3	4	5	6
			7	8	9	10	11	12	13
COVID-19 Vaccine 1st	Get ready	for your visit!	14	15 22	16 23	17 24	18 25	19 26	20
Wednesday March 03, 2021 10:45 AM CST Add to calendar	You've confirmed this appointment!	Pre Check-In Save time by completing Pre Check-In ahead of time.	28	29	30	31			
VITSouthwestern COVID-19 Vaccination Clinic - WCB3 2001 Inwood Road 9th Floor Conference Center DALLAS TX 75390 214-633-2021									

## **Troubleshooting Issue:**

1. I have a scheduling ticket but am unable to locate it.

If you have a scheduling ticket and the "**Schedule a COVID-19 Vaccine**" orange Quick Link disappears, please try the following:

a. Go to the Main Menu and click on the three bars



b. Click on Schedule an Appointment



c. This will take you to the Welcome screen where you can proceed in scheduling your vaccination:



**NOTE:** If you are on the MyChart mobile app, you may also see the following prompt when you first log in:

