UTSouthwestern Medical Center Health System Information Resources *TIP SHEET* ^{© This material contains confidential and copyrighted information of Epic Systems Corporation}

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

Description: This tip sheet will assist you in scheduling a COVID-19 booster vaccination via MyChart (desktop and mobile versions).

Link to UTSW COVID-19 Vaccination Website.

1	Onco loggod in to vo	
1.	UT Southwestern MyChart account, you will see a COVID - 19/Flu Scheduling	MyChart UT Southwestern Medical Center
		Menu TOVID-19/Flu Scheduling Messages 🕞 Visits 🚷 Request Rx Renewal
	button at the top of your screen.	Welcome!
		Upcoming Appointment Information
2.	The top section will include the process you will follow.	Symptom Checker
Click on the COVID- 19 Vaccine button. You'll answer a series of questions to narrow in on your symptoms. We'll reference your chart while you use this tool.		You'll answer a series of questions to narrow in on We'll reference your chart while you use this tool. We'll provide you with next steps to take. your symptoms.
		Select the button below to begin scheduling.
		Schedule Flu Shot COVID-19 Vaccine The following screens will allow you to schedule your annual Flu Shot. This vaccine is the regular dose. If you are at heightened risk and require the "high dose" flu vaccine, please consult your PCP on next steps. The following screens will allow you to schedule your 3rd COVID-19
		Back to the home page
3.	Additional resources are available above the questions. We are now providing third doses of the Pfizer-BioNTech and Moderna COVID-19 vaccines to individuals who are eligible based on a <u>underlying medical conditions</u> , and occupations that heighten the risk of severe COVID-19. You can read more about the criteria first approved by the <u>Food and Drug Administration</u> and then formally recommended by the <u>Centers for Disease Control and Prevention</u> . Please verify your eligibility for a third dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines.	
	Complete the Symptom	* Indicates a required field.
	Checker	*Do you have an underlying medical condition that increases your risk for severe COVID-19 (see link above)?
	questions then click Continue.	Yes No
	1	*Do you work in an environment with increased risk for COVID-19 exposure and transmission? Yes No
		Continue Finish later Cancel

10/22/2021

	Electronic Medical Record Bulletin	Scheduling a COVID-19 Booster Vaccination via MyChart
4.	Your response will trigger a recommendation. Click "I accept this recommendation."	Symptom Checker Here's what we recommend for you. Other COVID-19 Vaccine Moderna Half Dose 3rd Visit I accept this recommendation
5.	A Scheduling Ticket will be created. Click Continue to schedule your appointment.	Symptom Checker Tere's what we recommend for you. Image: Other CoVID-19 Vaccine Moderna Half Dose 3rd Visit Image: Scheduling Ticket Created A confirmation email and/or text message for a Scheduling Ticket will be sent to the email address and/or mobile phone number that you have on file. Click CONTINUE to begin scheduling your visit. Image: Continue

Once you complete the scheduling process, a confirmation will display:

Appointment Scheduled You're all set! You can review details of your	upcoming appointment below.
Moderna Vaccine 3rd Half Dose Wednesday November 17, 2021 12:30 PM CST Add to calendar UTSouthwestern COVID-19 Vaccination Clinic - WCB3 2001 Inwood Road 9th Floor Conference Center DALLAS TX 75390 214-633-2021	Get ready for your visit! Pre Check-In Save time by completing Pre Check-In ahead of time.

Scheduling via the MyChart Mobile App

1. Once logged in to your MyChart mobile app locate the COVID-19/Flu Scheduling button to the left of the menu.



2. Follow the Symptom Checker and click OK, got it!

3. Select COVID-19 Vaccine and follow the directions to schedule your booster dose.

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COVID-19 Vaccine				

The following screens will allow you to schedule your 3rd COVID-19 Vaccination.