In MyChart, upcoming appointments and scheduled appointments can be viewed. In the “Visits” history sections, visit summaries and admission summaries can be viewed.

1) Open MyChart
2) From the homepage, select the “Visits” tab.

Future appointments can be viewed in the “Upcoming Appointments” feature. Select a scheduled appointment to see information, such as date, time and location of the visit, pre-visit instructions if applicable, and directions to the clinic.

1) Choose the provider, the reason for the visit, and preferred dates and times.
2) Enter comments regarding the reason for the appointment.
3) Within 3 business days, the clinic will contact the patient to verify an appointment date and time.
Schedule an Appointment

1) Select a reason for the visit.
2) Verify demographic and insurance information.
3) Choose the appropriate clinic and the provider.
4) Enter preferred dates and times for the appointment. Available appointment slots appear based on the preferences chosen.
5) Choose an appointment from the list of available times.

Cancel Appointments

1) Select an appointment and click “Continue.”
2) Enter cancellation comments.
3) Click “Confirm Cancellation”

Visit History

1) View a summary of your past office visits.
2) A summary of a hospital visit can be viewed after being discharged from the hospital.

Visit Summaries

Click on a row to see more details about a past appointment.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Description</th>
<th>Department</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday April 15, 2014 1:30 PM</td>
<td>Office Visit with Physician Family Medicine</td>
<td>EMC Family Medicine</td>
<td></td>
</tr>
<tr>
<td>Wednesday April 02, 2014 9:30 AM</td>
<td>Hospital Outpatient Visit with Emr Cardiac Echo</td>
<td>EMH Cardiac Noninvasive</td>
<td></td>
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<tr>
<td>Friday March 28, 2014 8:45 AM</td>
<td>Office Visit with Physician Family Medicine</td>
<td>EMC Family Medicine</td>
<td></td>
</tr>
<tr>
<td>Friday March 28, 2014</td>
<td>Office Visit with Physician O. Cardiology, MD</td>
<td>EMC Cardiology Department</td>
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<tr>
<td>Thursday November 29, 2012</td>
<td>Patient Email with Physician Family Medicine</td>
<td>EMC Family Medicine</td>
<td></td>
</tr>
<tr>
<td>Friday October 19, 2012</td>
<td>E-visit with Physician Family Medicine</td>
<td>EMC Family Medicine</td>
<td></td>
</tr>
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</table>