



MyChart:

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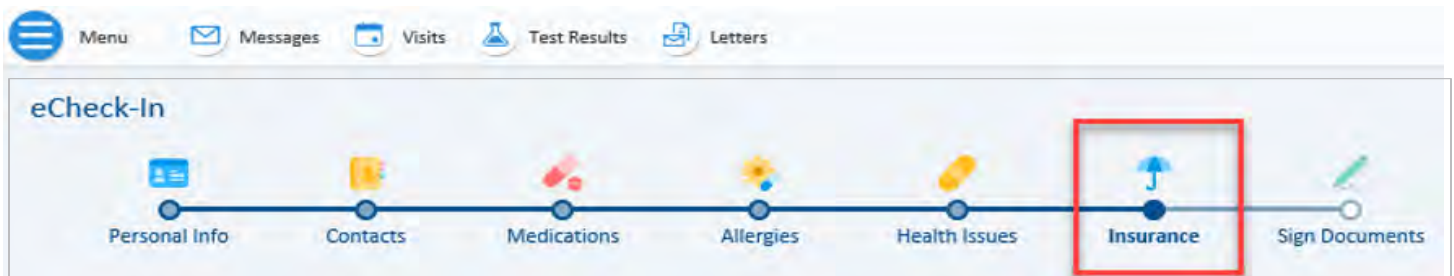
Steps to Upload Your Insurance Card Using MyChart eCheck-In via a Personal Computer (PC) or Mobile Device

Add an Insurance Card Using a PC

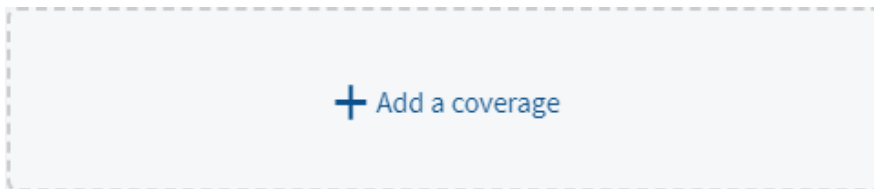
Prior to starting your upload process. You will need to have scanned both the front and back of your insurance card and saved the images to your PC.

Each should be saved to your PC as separate files in one of the following formats (e.g.JPEG, .PDF, .PNG, .TIF or .TIFF).

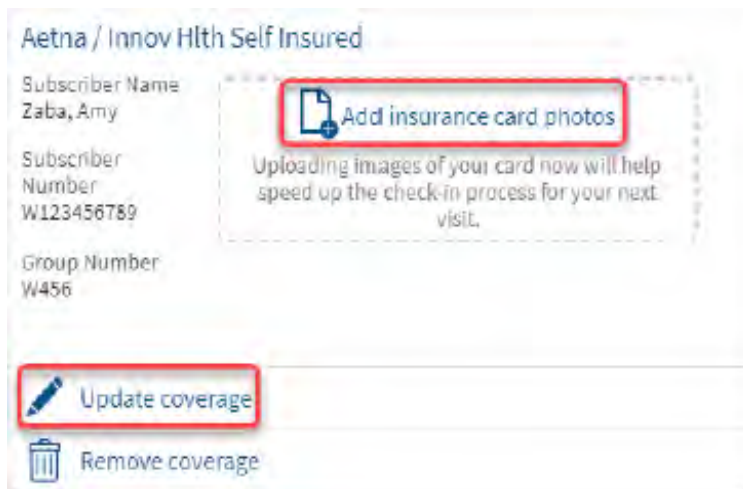
Once you have completed the previous section of eCheck-In you will arrive at **Insurance**



- Click **+ Add a coverage** to add a coverage, if you do not have one on file

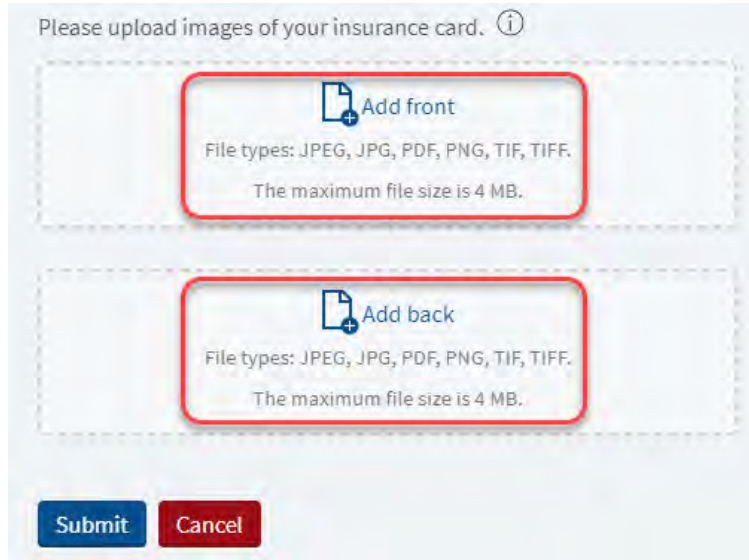


- Click **Update Coverage** to update your coverage
- Click **Add insurance card photo** to add a photos of our insurance card

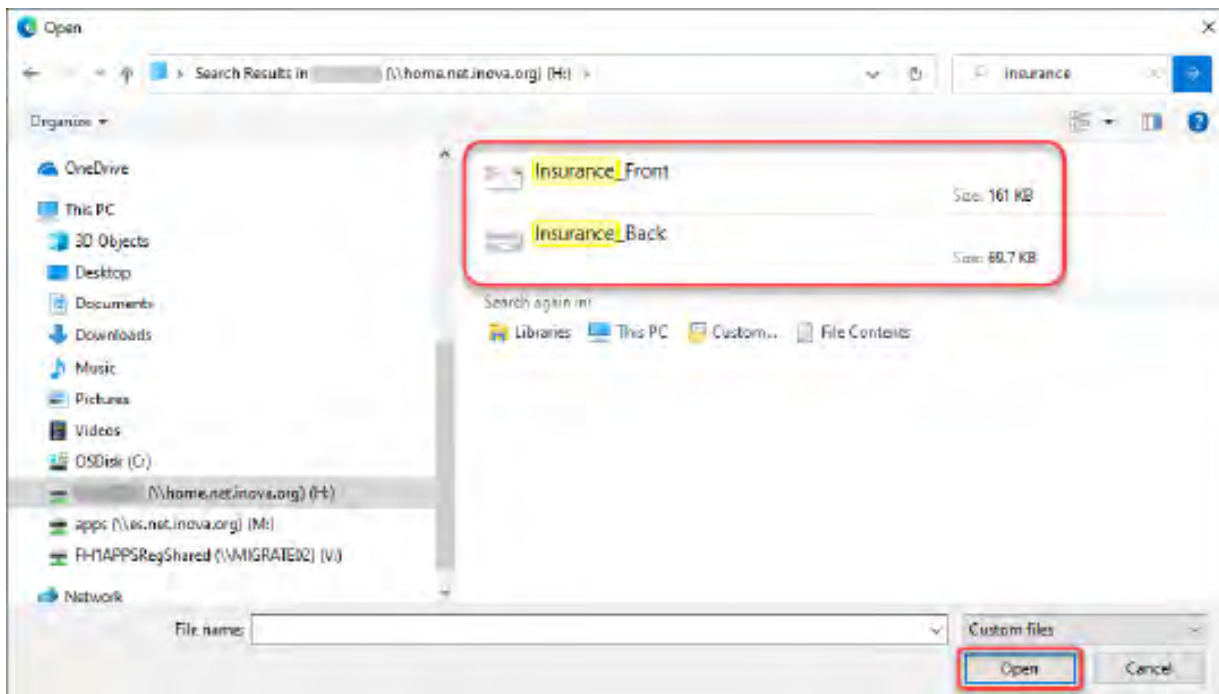


Complete the fields and upload both sides of your insurance card, one side at a time

- Click **Add front** to upload the front image of your insurance card



- Locate the photo file of your insurance card saved to your PC



The **front** of your insurance card should now be uploaded

- Click **Add back** to upload the back image of your insurance card. Repeat above steps to locate and upload file

Both sides of your insurance card should now be uploaded

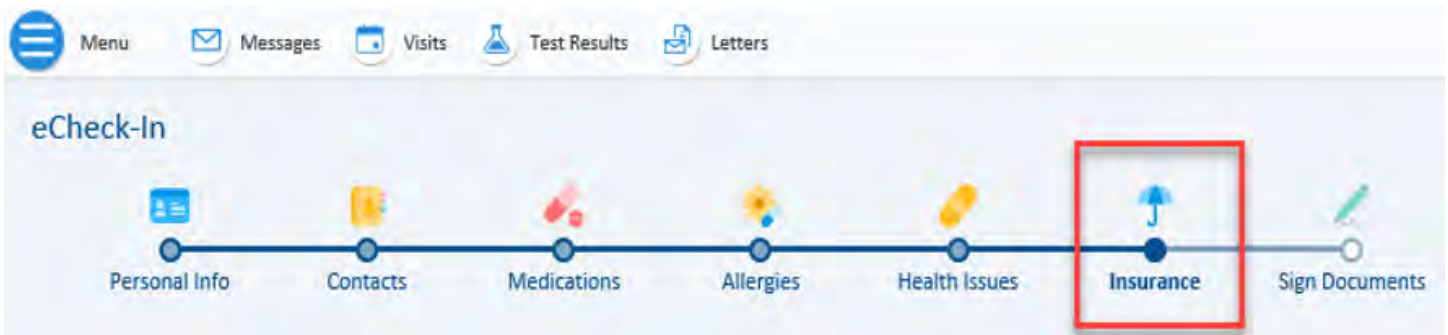
- Click the **View** button to review the image(s) or the **Remove** button if you need to make adjustments
- Click the **Submit** button to save files

Document(s) will be placed in pending review your providers office to accept and approve into your account.

Add an Insurance Card Using a Mobile Device

You will need to have image files of both the front and back of your insurance card on your mobile device. If you do not have images available, you will have the option of capturing photos using your mobile device during the upload process.

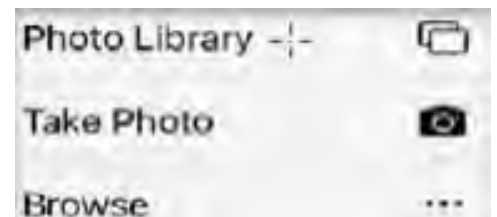
Once you have completed the previous section of eCheck-In you will arrive at **Insurance**.



- Scroll down and tap **add insurance card photos**
- Upload both sides of your insurance card, one side at a time.
- Tap **Add front** to upload the front image of your insurance card
- Tap **Add back** to upload the back image of your insurance card



- If you have your photos saved on your phone, when you select **Add front / Add back** choose one of the following options to upload the image:
 - Locate a previously taken photo of your insurance card
 - Or take a photo of the front and back of your insurance card, one side at a time.



- Both sides of your insurance card should now be uploaded
- Tap the **View** button to review the image(s) or the **Remove** button if needed
- Tap the **Submit** button to save your files

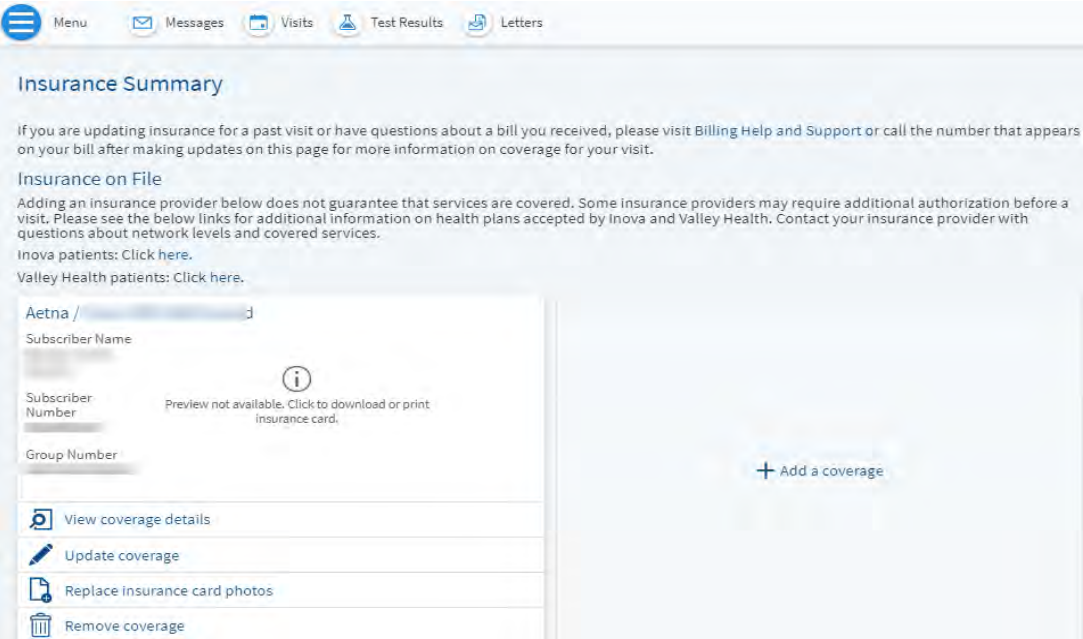


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Adding your Insurance Card in MyChart, but don't have an appointment to complete the eCheck-in Process

In your MyChart Account, go to **Menu** and search for the **Insurance Summary** section

- Follow the above steps for **Adding a coverage, Updating a coverage, Removing a coverage** and **Adding or Replacing insurance card photos**



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