

Scheduling Your COVID-19 Vaccine

A Guide for Patients

Scheduling an Appointment for Your COVID-19 Vaccine using MyUofMHealth

You will receive an invitation to schedule your vaccine through a MyUofMHealth patient portal email. Once you have received the appointment scheduling ticket, follow the process listed below:

STEP 1

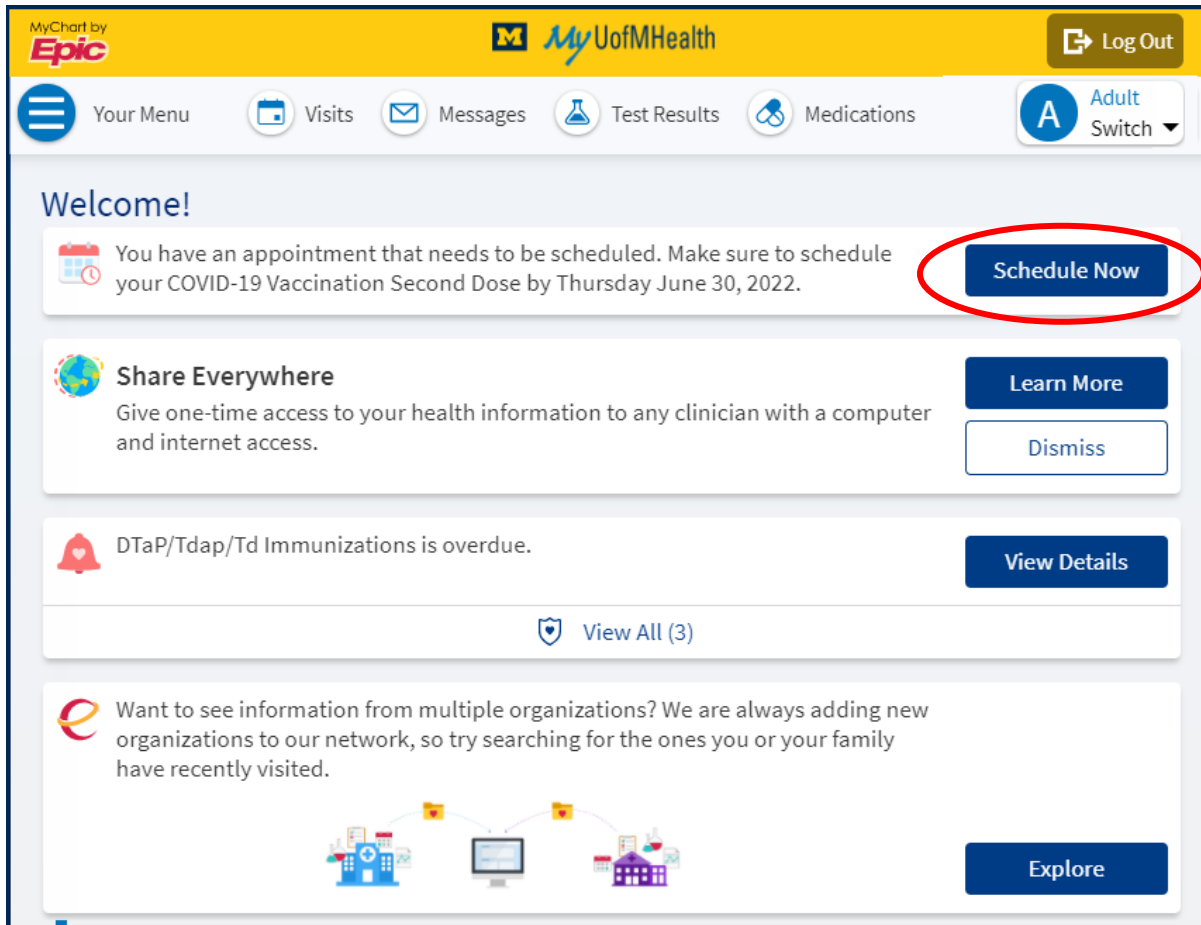
Log into your MyUofMHealth account.

- Enter your Username and password
- Click Sign In

The screenshot shows the MyUofMHealth patient portal login page. At the top left is the Michigan Medicine logo. The main header reads "MyUofMHealth". On the right side, there is a language option "Ver en Español". The login section includes a text input field for "MyUofMHealth Username", a password field, and a blue "SIGN IN" button. Below the login button are links for "Forgot Username?", "Forgot Password?", and "New User?". A yellow "SIGN UP NOW" button is also present, along with a link to "Frequently Asked Questions". The main content area features several service tiles: "Updated information on COVID-19 including symptoms, testing and vaccines is always at your fingertips." with a "Click here to learn more" link; "Blue Queue Member MRN Creation" for U of M Personnel Only; "Submit an E-Visit" for requesting healthcare treatment; "Request prescription refills"; "Pay as a Guest" for making payments on behalf of patients; and "Video Visits" for preparing for upcoming video visits. At the bottom, there is a red warning: "If you are experiencing a life threatening emergency, please call 911." and a footer with app store links, a privacy policy, and a copyright notice for MyChart®.

STEP 2

On the portal *Home Page* locate the notification that an appointment needs to be scheduled, and click **Schedule Now**.



The screenshot displays the MyChart by Epic MyUofMHealth patient portal interface. At the top, there is a yellow navigation bar with the MyChart by Epic logo on the left, the MyUofMHealth logo in the center, and a Log Out button on the right. Below the navigation bar is a horizontal menu with icons and labels for 'Your Menu', 'Visits', 'Messages', 'Test Results', and 'Medications'. On the far right of this menu is a user profile icon with the letter 'A' and the text 'Adult Switch' with a dropdown arrow.

The main content area begins with a 'Welcome!' heading. Below this is a notification card with a calendar icon and a clock icon. The text reads: 'You have an appointment that needs to be scheduled. Make sure to schedule your COVID-19 Vaccination Second Dose by Thursday June 30, 2022.' To the right of this text is a blue button labeled 'Schedule Now', which is circled in red. Below the notification card is a 'Share Everywhere' section with a globe icon, text describing one-time access to health information, and two buttons: 'Learn More' and 'Dismiss'. Below that is a 'DTaP/Tdap/Td Immunizations is overdue.' notification with a red bell icon and a 'View Details' button. A 'View All (3)' link is centered below this notification. At the bottom of the main content area is a section with a colorful 'e' icon, text about seeing information from multiple organizations, and an 'Explore' button. An illustration of a network of healthcare organizations is shown below the text.

STEP 3

- The *Reason for visit* is already populated.
- Answer any scheduling questions which appear and follow their instructions.
- Click **Continue**.

The screenshot shows the 'Schedule an Appointment' interface. At the top, there is a title 'Schedule an Appointment' and a 'Start over' button. Below the title is a progress bar with six steps: 'Reason for visit', 'Questions', 'Locations', 'Providers', 'Time', and 'Verify and schedule'. The 'Reason for visit' step is completed with a checkmark and shows 'COVID-19 Vaccination Initial Dose'. The 'Questions' step is currently active, indicated by a checkmark and a blue highlight. Below the progress bar, the text reads 'A couple of questions'. The first question is: '* Have you ever had a severe allergic reaction (anaphylaxis) after a previous dose of an mRNA COVID-19 vaccine?'. There are two radio button options: 'Yes' and 'No'. At the bottom left, there is a 'Continue' button.

STEP 4

Select the preferred **location** to receive the initial vaccine dose.

- Selecting *Any Location* displays the available times slots for all locations that are equipped to administer the COVID-19 vaccine.
- Selecting *Temporary COVID-19 Vaccination Site* displays the available appointments at locations with limited dates of service, such as the University of Michigan-Flint and University of Michigan-Dearborn campuses.
- Click **Continue**.

The screenshot shows the 'Schedule an Appointment' interface with the 'Locations' step active. The progress bar at the top shows 'Reason for visit' completed, 'Locations' active, and 'Providers', 'Time', and 'Verify and schedule' pending. The main heading is 'Which locations work for you?'. Below this heading is a grid of six location options, each in a white box with a light blue border. The first option is 'Any location' with the subtext 'Schedule at any available location.'. The second is 'BRIGHTON HEALTH CENTER'. The third is 'MICHIGAN STADIUM' with the address 'Jack Roth Stadium Club Entrance, 1201 S. Main St, Ann Arbor MI 48104'. The fourth is 'RACHEL UPJOHN BUILDING' with the address '4250 Plymouth Rd, Ann Arbor MI 48109-2700'. The fifth is 'TEMPORARY COVID-19 VACCINATION SITE'. The sixth is 'UNIVERSITY HOSPITAL'. At the bottom of the screen, there is a yellow banner with a question mark icon and the text: 'Looking for a specific provider? Select from available providers'.

STEP 5

Select the preferred provider(s).

- There is a one-to-one location-to-provider correlation at all permanent vaccination sites.
- There may be multiple providers associated with the Temporary COVID-19 Vaccination Site location. Choosing specific providers is the only way that you can include or exclude specific temporary sites from your search.
- Selecting *Any Provider* displays the available time slots for all locations that are equipped to administer the COVID-19 vaccine, including all temporary sites.
- Click **Continue**.

The screenshot shows a user interface for selecting a provider. At the top, there are five tabs: 'Reason for visit' (COVID-19 Vaccination Initial Dose), 'Locations' (Any location), 'Providers' (Any provider), 'Time' (Time Edit), and 'Verify and schedule'. The 'Providers' tab is currently selected and highlighted. Below the tabs, the question 'Who do you want to see?' is displayed. Underneath, there are several provider options, each with a circular icon and text: 'Any provider' (Schedule with any available provider.), 'Brighton Health Center Vaccination Staff', 'Michigan Stadium Vaccination Staff', 'Rachel Upjohn Building Vaccination Staff', 'University Hospital Vaccination Staff', and 'UofM Dearborn Vaccination Staff'. At the bottom left, there is a yellow 'Continue' button next to the text 'Any provider'.

STEP 6

Search for the preferred **date** to receive the vaccine.

- Regardless of the date you enter, you will only be offered dates that are within the date range your COVID-19 vaccine order is valid.
- You will not be able to schedule a same day appointment.
- When scheduling your initial dose appointment, take note of the notification regarding the required second dose of the vaccine.
- Select the preferred available **time** listed under the available date.

Reason for visit
 COVID-19
 Vaccination Initial Dose

Locations [Edit](#)
 Any location

Providers [Edit](#)
 Any provider

Time

[Verify and schedule](#)

What time works for you?

Start search on

Times

The vaccine is given in two doses either 21 days apart or 28 days apart, depending on the brand. Schedule your first appointment for a time when you will also be available both 21 days and 28 days later. Additional information about scheduling the second appointment, including whether you need to come back in 21 vs. 28 days, will be provided when you receive the first dose of the vaccine.

Saturday January 23, 2021

Brighton Health Center Vaccination Staff

BRIGHTON HEALTH CENTER

8:00 AM	8:10 AM	8:20 AM	8:30 AM	8:40 AM
8:50 AM	9:00 AM	9:10 AM	9:20 AM	9:30 AM
9:40 AM	9:50 AM	10:00 AM	10:10 AM	10:20 AM

STEP 7

Review, update, and populate any missing demographic information.

- This step only displays if required information is missing or if it has been less than 30 days since you last verified your demographics.

Verify your personal information

Contact Information

689789 Main st
ANN ARBOR MI 48108

Going somewhere for a while?
[Add a temporary address](#)

734-555-6666
 Mobile phone not entered
 Work phone not entered
 Email not entered

[Edit](#)

Details About Cad-George

Information entered here may be visible to anyone with access to this legal medical record.

Preferred First Name

Race
 American Indian and Alaska Native
 Asian
 Black or African American

You can hold the CTRL key while clicking to select multiple options.

Ethnicity Language

Religion

[Save changes](#)

STEP 8

Review the insurance information to ensure it is up to date and click **This information is correct**.

There are also options to select *Do not bill insurance* or *Add new coverage*.

Menu MyUofMHealth T Log out

Verify your insurance

Responsibility for Payment

*Would you like to use insurance to pay for this appointment?

If you choose not to bill your insurance the full cost of services is due within 30 days. A payment plan is not an option. If you do not pay in full in 30 days, we will submit a claim to your health plan or initiate other collection activities. By selecting Do Not Bill Insurance you agree to these terms. YOU MUST SEE A PATIENT FINANCIAL COUNSELOR TO COMPLETE PROCESS and sign the official form. If the form is not signed, your insurance will be billed. ⓘ

Insurance on File

Bcn / Bcn Premier Care Um Pcp	
Subscriber Name Penn, Trent	Subscriber Number XYZ388483728
Update coverage	
Remove coverage	

[+ Add a coverage](#)

STEP 9

If all the details appear correct click **Schedule**.

Reason for visit
COVID-19
Vaccination Initial
Dose

Locations [Edit](#)
Any location

Providers [Edit](#)
Any provider

Time [Edit](#)
Monday February 8,
2021 9:10 AM

[Verify and schedule](#)

Almost finished!

Your appointment is NOT yet scheduled. Review the details below. If everything looks correct, click the Schedule button to reserve your appointment time. You will receive an Appointment Scheduled message in your MyUofMHealth account confirming your appointment.

COVID-19 Vaccination Initial Dose with Brighton Health Center Vaccination Staff

Monday February 8, 2021
9:10 AM

Michigan Medicine COVID Vaccination Clinic | Brighton Health Center
Lower Level
8001 Challis Rd
Brighton MI 48116-7446
734-763-6336

Directions for Michigan Medicine COVID Vaccination Clinic | Brighton Health Center
Surface parking available.

Visit Instructions
The COVID vaccine is available only to those who have been randomly selected, personally received an invitation, and have an appointment scheduled, and the Outpatient Clinic visitor policy applies to this appointment. This policy is available at michmed.org/visitorpolicy.

You will need to answer a symptom screening in order to enter our clinic building. Please complete the symptom screening within 24 hours of your appointment at michmed.org/screen or when you arrive at our building entrance.

The vaccine is given in two doses either 21 days apart or 28 days apart, depending on the brand. **Schedule** your first appointment for a time when **you will also be available both 21 days and 28 days later.** Additional information about scheduling the second appointment, including whether you need to come back in 21 vs. 28 days, will be provided when you receive the first dose of the vaccine.

[View full instructions](#)

Schedule

CONGRATULATIONS!

You have scheduled your appointment. Review the **Visit Instructions** to prepare for your visit.

Appointment Details

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

COVID-19 Vaccination Initial Dose

Monday February 08, 2021
9:10 AM EST
[Add to calendar](#)

Michigan Medicine COVID Vaccination Clinic | Brighton Health Center
Lower Level
8001 Challis Rd
Brighton MI 48116-7446
734-763-6336

[Cancel appointment](#)

Directions for Michigan Medicine COVID Vaccination Clinic | Brighton Health Center
Surface parking available.

Visit Instructions
The COVID vaccine is available only to those who have been randomly selected, personally received an invitation, and have an appointment scheduled, and the Outpatient Clinic visitor policy applies to this appointment. This policy is available at michmed.org/visitorpolicy.

You will need to answer a symptom screening in order to enter our clinic building. Please complete the symptom screening within 24 hours of your appointment at michmed.org/screen or when you arrive at our building entrance.

The vaccine is given in two doses either 21 days apart or 28 days apart, depending on the brand. **Schedule** your first appointment for a time when **you will also be available both 21 days and 28 days later.** Additional information about scheduling the second appointment, including whether you need to come back in 21 vs. 28 days, will be provided when you receive the first dose of the vaccine.

[View full instructions](#) your first dose appointment, you may cancel it through your MyUofMHealth account and your scheduling ticket will be reissued to you. You may use your reissued ticket to reschedule your

RESCHEDULING YOUR APPOINTMENT

If you need to reschedule your COVID-19 vaccination appointment:

- Go to the *Visits* page in your MyUofMHealth account.
- Click on your COVID-19 vaccination to view the *Appointment Details*.
- Click *Cancel*.
- Your scheduling ticket will be reissued to you.
- Follow the directions above to schedule a new COVID-19 vaccination appointment.

Note: Some appointments may also have a *Reschedule* option. If they do, you may click *Reschedule* instead of *Cancel* to reschedule your appointment to a new date and time.

Disclaimer: This document contains information and/or instructional materials developed by Michigan Medicine for the typical patient with your condition. It may include links to online content that was not created by Michigan Medicine and for which Michigan Medicine does not assume responsibility. Talk to your health care provider if you have any questions about this document, your condition or your treatment plan.

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