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
STEP 2
On the portal *Home Page* locate the notification that an appointment needs to be scheduled, and click *Schedule Now*.
STEP 3

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

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*. 
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**.

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.
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.
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*.
STEP 9
If all the details appear correct click **Schedule**.

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

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