

# Northwestern Medicine eCheck-In Guidelines

To expedite registration and help maintain physical distancing guidelines on the day of your appointment, please use **eCheck-In** for your appointment by clicking the link or going to [mychart.nm.org](https://mychart.nm.org) and signing in to your NM MyChart account. eCheck-In allows you to review and update the following information prior to your appointment:

- Personal demographics (such as name, date of birth and address)
- Insurance information
- Medications and allergies

You will also be able make a co-payment (if applicable) and fill out any clinical questionnaires, such as a Review of Systems and Medical History, that you would normally complete in the office.

## What are the advantages of eCheck-In?

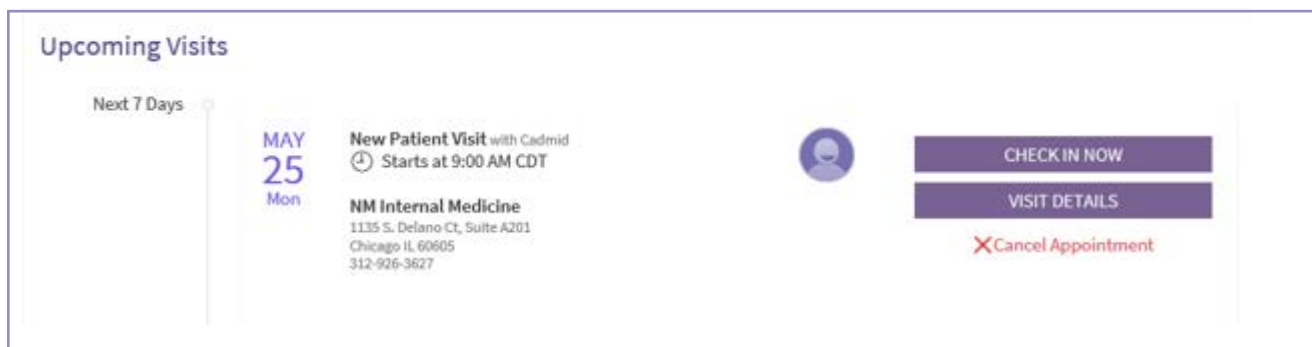
eCheck-in streamlines the registration and check-in process on the day of your arrival. If all items are complete, your check-in is likely to be contactless and faster. It also allows you more time to thoughtfully complete your information while you are at home.

## Is eCheck-In required?

No, eCheck-In is not required.

## How does eCheck-In work?


You will receive reminders beginning approximately seven days before your appointment letting you know that eCheck-In is available. Once you sign in to NM MyChart, you can access eCheck-In by going to your Upcoming Visits and clicking the Check In Now button.

A screenshot of the 'Upcoming Visits' section in a patient's MyChart account. The section is titled 'Upcoming Visits' and shows a calendar for the next 7 days. A specific visit is highlighted for Monday, May 25. The visit details include: 'New Patient Visit with Cadmid', 'Starts at 9:00 AM CDT', and 'NM Internal Medicine' at 1135 S. Delano Ct, Suite A201, Chicago IL 60605, 312-926-3627. To the right of the visit details is a circular profile icon. Below the icon are three buttons: 'CHECK IN NOW' (purple), 'VISIT DETAILS' (purple), and 'Cancel Appointment' (red with a red 'X' icon).

# Northwestern Medicine eCheck-In Guidelines (continued)

## Sign required documents

Several documents will be available to you to review and e-sign. Choose Review and Sign to complete the process. You may also choose to review and sign the documents at a later time by clicking Finish Later.



Please review and address the following documents. There may be additional documents to sign at the clinic. Go to [nm.org](http://nm.org) for further details regarding documents or disclaimers.

ARF  
Not Signed Yet

REVIEW LATER REVIEW AND SIGN

Once this step is completed, documents will be submitted for clinic review.

NEXT FINISH LATER

## Update personal information

Next, you will enter or verify your personal demographic information. Choose the Edit button to update information as needed and click Save Changes to save your new information. If your information is up-to-date, check the box by "This information is correct."

### Verify Your Personal Information

<b>Contact Information</b> 123 Sunset Blvd CHICAGO IL 60607 Going somewhere for a while? <a href="#">Add a Temporary Address</a> 999 999 9999 312-222-3333 Not entered abc123@test.com	<b>Details About Me</b> Legal Sex: Male Sex Assigned at Birth: Not entered Race: White Ethnic Background: Not entered Religion: Not entered Gender Identity: Not entered Sexual Orientation: Not entered Ethnicity: Not Hispanic or Latino Language: English
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This information is correct

# Northwestern Medicine eCheck-In Guidelines (continued)

## Verify and update insurance information

Please be sure your insurance information and a photo of your insurance card are up-to-date in NM MyChart. Click on Update Coverage, Remove Coverage or Add a Coverage to make changes. If your information is up-to-date, check the box by "This information is correct."

### Insurance on File

You may be contacted for payment arrangements by Financial Counseling if you are uninsured or have an insurance plan that is out-of-network at our site (s). For more information regarding insurance plans Northwestern Medicine accepts, please click on the NM Insurance Coverage Information button below.

#### NM INSURANCE COVERAGE INFORMATION

The insurance coverages listed below are being pulled from multiple clinics. If you see duplicate entries, please do not remove them as this may affect your care going forward.

#### Aetna Health Plan Aetna Ppo

Subscriber Name  
Zttest, Sally

Subscriber Number  
48667737567

Group Number  
596874734



ADD INSURANCE CARD PHOTOS

Uploading images of your card now will help speed up the check-in process for your next visit.

Update coverage

Remove coverage

#### Medicare Advantage Aetna Better Health Mmai

Subscriber Name  
Zttest, Sally

Subscriber Number  
ABC123456

Group Number  
23000A



ADD INSURANCE CARD PHOTOS

Uploading images of your card now will help speed up the check-in process for your next visit.

Update coverage

Remove coverage

#### Blue Cross Blue Shield Bcbs Blue Choice Options

Subscriber Name  
Zttest, Sally

Subscriber Number  
5746563



ADD INSURANCE CARD PHOTOS

Uploading images of your card now will help speed up the check-in process for your next visit.

Update coverage

Remove coverage

ADD A COVERAGE

This information is correct

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# Northwestern Medicine eCheck-In Guidelines (continued)

## Review and update your medications

Please review your medications and verify that the list is up-to-date. You can add new medications or delete medications you are no longer taking. If you click "Add a Medication," you can search for medications by name and dosage. If you do not find your medication, you may enter it manually.

### Current Medications

Please review your medications and verify that the list is up to date. **Call 911 if you have an emergency.**

<p><b>lisinopril 30 mg tablet</b> Commonly known as: ZESTRIL <a href="#">Learn more</a> Take 1 tablet by mouth daily.</p> <p><a href="#">Remove</a></p>	<p><b>fexofenadine 180 mg tablet</b> Commonly known as: ALLEGRA <a href="#">Learn more</a> Take 180 mg by mouth daily.</p> <p><a href="#">Remove</a></p>
<p><b>butalbital-acetaminophen-caffeine 50-325-40 mg per tablet</b> Commonly known as: ESGIC <a href="#">Learn more</a> Take 1-2 tablets by mouth every 4 (four) hours as needed for headaches.</p> <p><a href="#">Remove</a></p>	<p><b>mometasone 50 mcg/actuation nasal spray</b> Commonly known as: NASONEX <a href="#">Learn more</a> 2 sprays by nasal route daily.</p> <p><a href="#">Remove</a></p>
<p><b>hydroCHLORothiazide 25 mg tablet</b> Commonly known as: HYDRODIURIL <a href="#">Learn more</a> Take 25 mg by mouth daily.</p> <p><a href="#">Remove</a></p>	

[+ ADD A MEDICATION](#)

From this screen, you can also add or change your pharmacy information. If your information is up-to-date, check the box by "This information is correct."

### Select a Pharmacy for This Visit

- TEST PHARMACY - NOWHERE, PA - 100 FAKE ADDRESS  
100 Fake Address Nowhere PA 17004 [Remove](#)
- Walgreens at Lavin #15971 - CHICAGO, IL - 259 E ERIE ST - 312-649-6707  
259 E ERIE ST STE 250 CHICAGO IL 60611-2988 [Remove](#)

[+ Add a pharmacy](#)

This information is correct

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# Northwestern Medicine eCheck-In Guidelines (continued)

## Review and update your allergy information

Please review the allergies we have on file for you. You can remove an allergy by hovering over the box with the allergy and clicking "Remove." You can add an allergy by clicking "Add an Allergy." You can search for specific allergies by typing in the name, or you may enter it manually. If your information is up-to-date, check the box by "This information is correct."



Please review the allergies we have on file. To remove an allergy, hover over the entry and select the red Remove button. To add an allergy, select the Add an Allergy box.

Your clinician will review these updates with you at your next office visit to complete any changes.

 <b>Pollen Extracts</b> Hives, Itching Added 11/14/2018 <a href="#">Learn more</a>	 <b>Penicillins</b> Diarrhea Added 11/14/2018 <a href="#">Learn more</a>	<a href="#">+ ADD AN ALLERGY</a>
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This information is correct

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## Clinical questionnaires

Based on your medical history, you may have one or more clinical questionnaires to complete. These questionnaires may be related to your family health history or other topics as requested by your healthcare provider.

- A Review of Systems questionnaire will need to be filled out prior to each visit, as it is specific to the reason for your appointment.
- The patient history questionnaires will only need to be filled out one time and will be saved for future visits.
- All completed questionnaires will go to your physician or healthcare provider for review.

For each questionnaire, fill in all of the answers and click Submit.

# Northwestern Medicine eCheck-In Guidelines (continued)

**Medical and Surgical History**

Step 1 of 2

Please fill out the following questionnaire. When available, data is pulled from your chart.

If you are unfamiliar with a term listed below, please select the magnifying glass in the top-right corner of your screen. Within the search field, enter the term to search our Health Library for more information.

General/Constitutional History

Please select the items below that apply to your medical history. If unsure, indicate yes, but use the comment field to explain/question.

Question	Comments
<input checked="" type="checkbox"/> Allergies	Sulfa, Dairy, Wasp Venom
<input type="checkbox"/> HIV/AIDS	
<input type="checkbox"/> Birth defect/ genetic problem	
<input type="checkbox"/> Glaucoma	
<input type="checkbox"/> Stroke (residual)	
<input type="checkbox"/> Cancer	
<input type="checkbox"/> Chemo by Oncologist last 6 months	
<input type="checkbox"/> Polio	

**Your eCheck-In is complete.** You will see a confirmation message thanking you for using eCheck-In. The message may also include any additional instructions to prepare for your appointment.

