

To speed up registration on the day of your appointment, please use **eCheck-In** for your appointment by clicking the link sent to you by text or email or going to mynm.nm.org or the MyNM® app and signing in to your MyNM account. eCheck-In lets you review and update the following information before your appointment:

- Personal information
- Insurance information
- Medications and allergies

You will also be able to make a co-payment (if applicable) and fill out any clinical questionnaires that you would normally complete in the office. Examples of questionnaires include intake forms related to health history or to your scheduled appointment.

What are the advantages of eCheck-In?

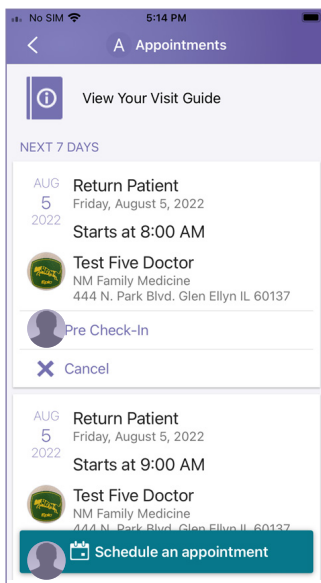
eCheck-in makes the registration and check-in process easier on the day of your arrival. If all items are complete, your check-in is likely to be contactless and faster. It also gives you more time to carefully complete your information while you are at home.

Is eCheck-In required?

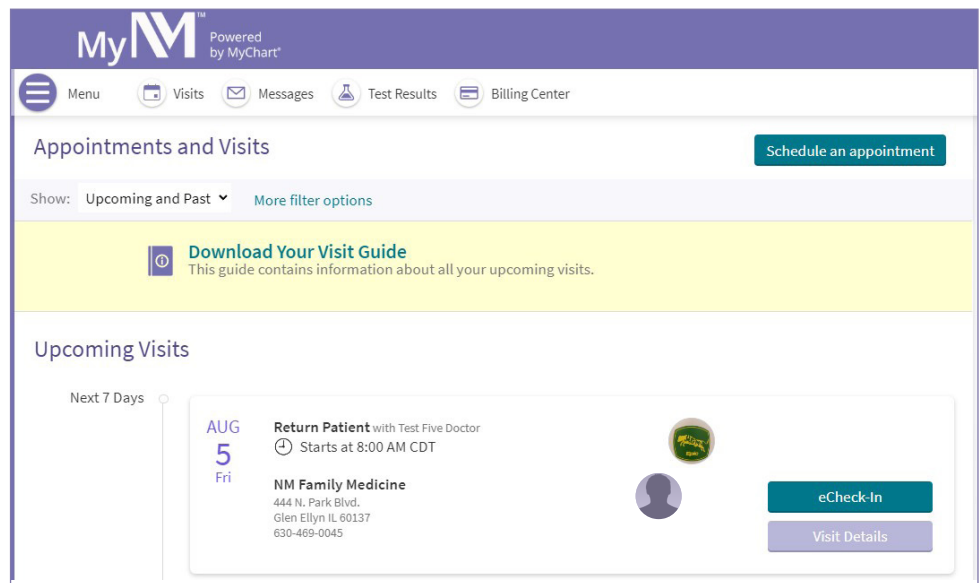
No, eCheck-In is not required.

How does eCheck-In work?

About 7 days before your appointment, you will start to get reminders that eCheck-In is available. Once you sign in to MyNM you can access eCheck-In by going to **Upcoming Visits** and clicking the **Check In Now** button.



MYNM App



MyNM Computer

Click the green **eCheck-In** button to begin check-in.

Northwestern Medicine eCheck-In Guidelines (continued)

Sign required documents

Several documents may 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 later by clicking **Review later**.

The image displays four screenshots of the MyNM eCheck-in process, divided into two columns: MYNM App and MyNM Computer.

MYNM App (Top Left): Shows the 'eCheck-In' screen with a progress bar for 'Sign Documents' and 'Personal Info'. It lists two documents: 'HIPAA Notice of Privacy' and 'Authorization for Release of Information for Fundraising', both marked 'Not Signed Yet'. Buttons for 'Review and sign' and 'Review later' are visible for each document.

MYNM App (Bottom Left): Shows the 'HIPAA Notice of Privacy' document with a signature strip. The signature 'Norton West' is visible. There are 'Auto-generate' and 'Draw to sign' options, a 'Save for future use' checkbox, and 'Accept' and 'Cancel' buttons.

MyNM Computer (Top Right): Shows the 'eCheck-In' screen with a progress bar for 'Sign Documents', 'Personal Info', 'Insurance', 'Medications', and 'Allergies'. It lists two documents: 'HIPAA Notice of Privacy' and 'Authorization for Release of Information for Fundraising', both marked 'Not Signed Yet'. Buttons for 'Review later' and 'Review and sign' are visible for each document.

MyNM Computer (Bottom Right): Shows a detailed view of the 'HIPAA Notice of Privacy' document. It includes the Northwestern Medicine logo, patient information (West, Norton; Date of Birth: 1/1/1991; Relationship: Self), and an 'Acknowledgment of Receipt of Notice of Privacy Practices' section. A signature strip shows the signature 'Norton West' with 'Auto-generate' and 'Draw to sign' options, a 'Save for future use' checkbox, and 'Accept' and 'Cancel' buttons.

Northwestern Medicine eCheck-In Guidelines (continued)

Update personal information

Next, you will enter or confirm your personal demographic information. Choose the **Edit** button to update information as needed. Then, click **Save changes** to save your new information. If your information is up to date, check the box by **This information is correct**.

MYNM App

4:09 PM
eCheck-In
Finish later

Sign Documents **Personal Info** Insurance

Verify Your Personal Information

Contact Information

Verification needed
We need to verify that we can reach you at your email address.

Verify

123 Main St
Chicago IL 60605
312-630-8847
nwestabc@gmail.com

Details About Me

Legal Sex ⓘ
Male

Edit

Next Back Finish later

MyNM Computer

MyM
Menu
MyChart Epic Log out
Norton

Visits Messages Test Results Billing Center

eCheck-In

Sign Documents **Personal Info** Insurance Medications Allergies

Verify Your Personal Information

Contact Information

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Verify

123 Main St
Chicago IL 60605
312-630-8847
nwestabc@gmail...

Edit

Details About Me

Legal Sex ⓘ
Male

Edit

Next Back Finish later

Back to the home page

Northwestern Medicine eCheck-In Guidelines (continued)

Verify and update insurance information

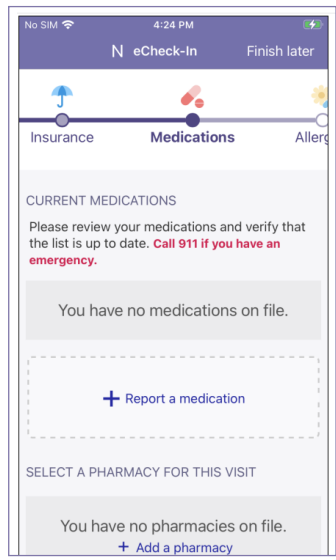
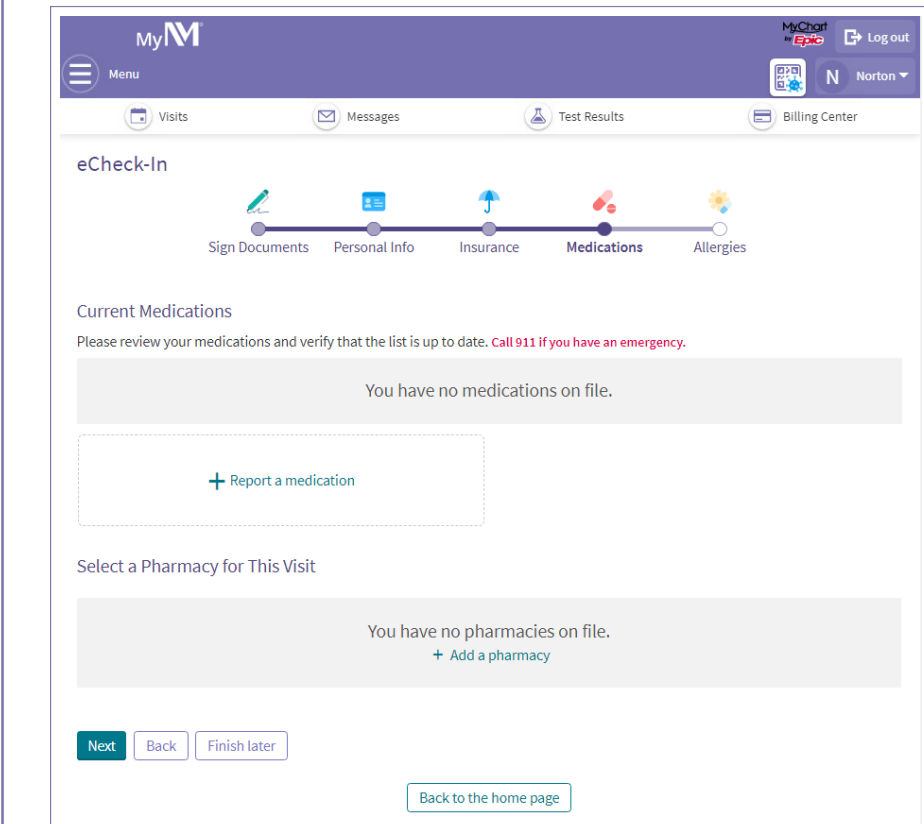
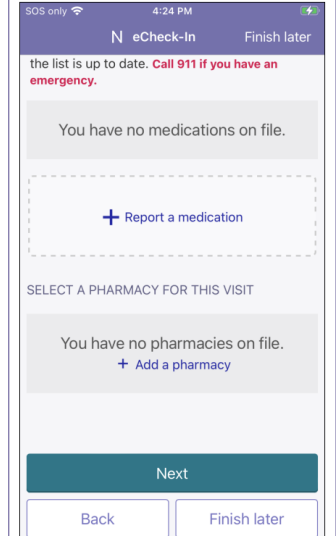
Make sure your insurance information and insurance card photo are up to date in MyNM. Click on **Update coverage**, **Remove coverage** or **Add a coverage** to make changes. If your information is correct, check the box by **This information is correct**.

MYNM App	MyNM Computer

Northwestern Medicine eCheck-In Guidelines (continued)

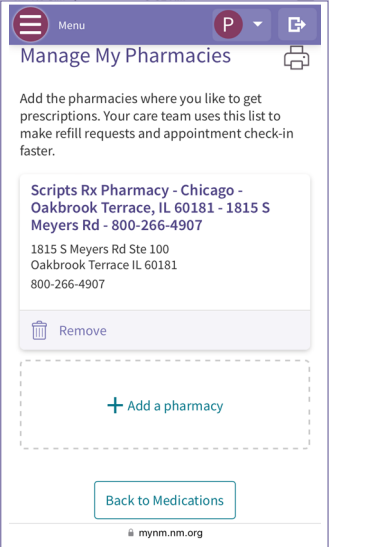
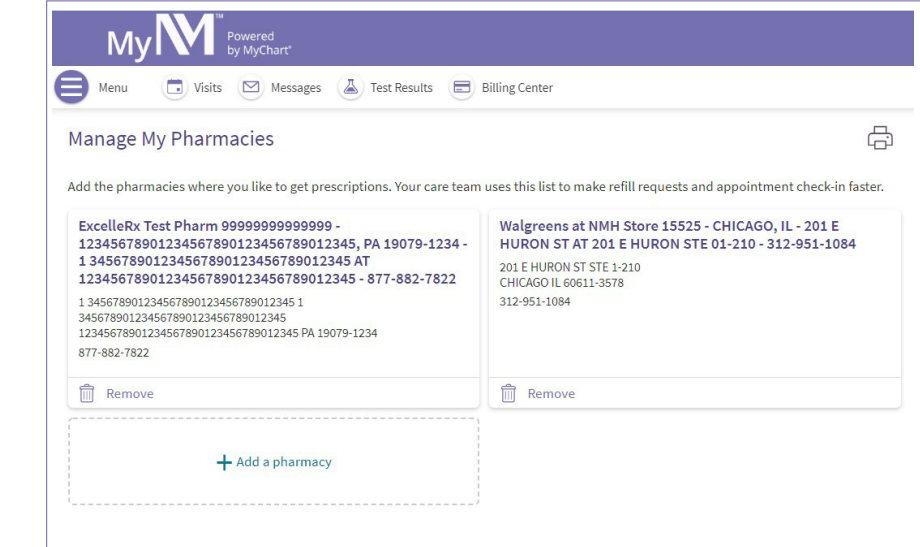
Review and update your medications

Please review your medications and confirm that the list is up to date. You can add new medications or delete medications you are no longer taking. If you click **Report a medication**, you can search for medications by name and dosage. If you do not find your medication, you may type it in.

MYNM App	MyNM Computer
 <p>Mobile app screenshot showing the Medications step. The screen displays a progress bar with 'Medications' highlighted. Below the progress bar, it says 'CURRENT MEDICATIONS' and 'Please review your medications and verify that the list is up to date. Call 911 if you have an emergency.' There is a button '+ Report a medication' and a section 'SELECT A PHARMACY FOR THIS VISIT' with a button '+ Add a pharmacy'.</p>	 <p>Desktop website screenshot showing the Medications step. The page has a navigation bar with 'MyNM' and 'Menu'. Below the navigation bar, there are icons for 'Visits', 'Messages', 'Test Results', and 'Billing Center'. The main content area shows 'eCheck-In' with a progress bar highlighting 'Medications'. It includes the same text as the mobile app: 'CURRENT MEDICATIONS' and 'Please review your medications and verify that the list is up to date. Call 911 if you have an emergency.' There is a button '+ Report a medication' and a section 'Select a Pharmacy for This Visit' with a button '+ Add a pharmacy'. At the bottom, there are buttons for 'Next', 'Back', 'Finish later', and 'Back to the home page'.</p>
 <p>Mobile app screenshot showing the bottom of the Medications step. It features a 'Next' button and 'Back' and 'Finish later' buttons.</p>	

Northwestern Medicine eCheck-In Guidelines (continued)

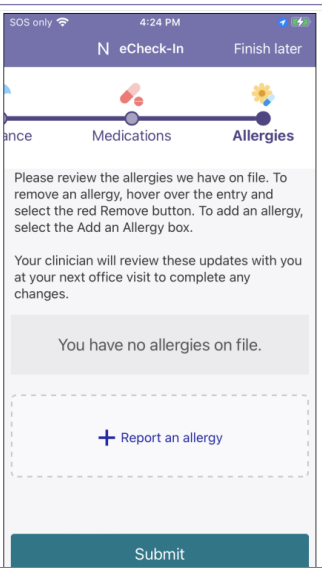
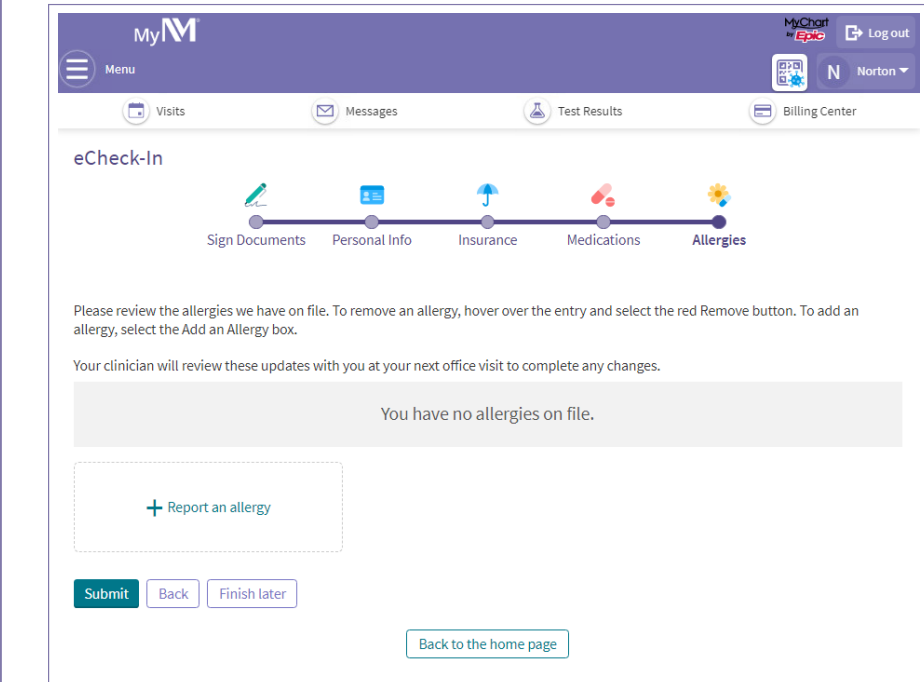
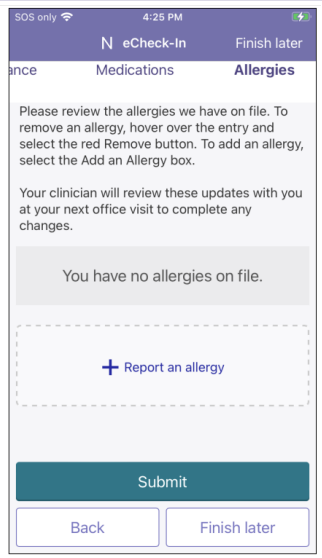
From this screen, you can also add or change your pharmacy information. If your information is up to date, check the box by **This information is correct**.

MYNM App	MyNM Computer
	

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 **Report 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**.

MYNM App	MyNM Computer
 <p>4:24 PM N eCheck-In Finish later Allergies</p> <p>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.</p> <p>Your clinician will review these updates with you at your next office visit to complete any changes.</p> <p>You have no allergies on file.</p> <p>+ Report an allergy</p> <p>Submit</p>	 <p>MyM MyChart by Epic Log out Menu Norton</p> <p>Visits Messages Test Results Billing Center</p> <p>eCheck-In</p> <p>Sign Documents Personal Info Insurance Medications Allergies</p> <p>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.</p> <p>Your clinician will review these updates with you at your next office visit to complete any changes.</p> <p>You have no allergies on file.</p> <p>+ Report an allergy</p> <p>Submit Back Finish later</p> <p>Back to the home page</p>
 <p>4:25 PM N eCheck-In Finish later Allergies</p> <p>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.</p> <p>Your clinician will review these updates with you at your next office visit to complete any changes.</p> <p>You have no allergies on file.</p> <p>+ Report an allergy</p> <p>Submit</p> <p>Back Finish later</p>	

Northwestern Medicine eCheck-In Guidelines (continued)

Clinical questionnaires

Based on your medical history, you may have 1 or more clinical questionnaires to complete. These questionnaires may be related to your family health history or other topics as requested by your physician or advanced practice provider. For each questionnaire, fill in your answers and click **Submit**.

MYNM App	MyNM Computer										
<p>Health Assessment For an upcoming appointment with Steven M. LoBue, MD on 2/2/2023</p> <p>*In general, would you say your health is:</p> <p>Poor Fair</p> <p>Good Very good</p> <p>Excellent</p> <p>*On an average week, how many days do you exercise at a moderate level for 30 minutes or more?</p> <p>0 days 1 day</p>	<p>MyM Powered by MyChart</p> <p>eCheck-In</p> <p>Health Assessment For an upcoming appointment with Steven M. LoBue, MD on 2/2/2023</p> <p>*Indicates a required field.</p> <p>*In general, would you say your health is:</p> <p>Poor Fair Good Very good Excellent</p> <p>*On an average week, how many days do you exercise at a moderate level for 30 minutes or more?</p> <p>0 days 1 day 2 days 3 days 4 days 5 days 6 days 7 days</p> <p>*In the past week, did you need help from others to perform any of these everyday activities? Check all that apply.</p> <p>Eating Getting dressed Grooming Bathing Using the toilet I didn't need help with any of these</p> <p>*In the past week, because of health or physical reasons, did you need help from others to take care of any of these activities? Check all that apply.</p> <p>Laundry and housekeeping Banking Shopping Using the telephone Preparing food Transportation</p> <p>Taking your own medications I didn't need help with any of these</p>										
<p>Health Assessment For an upcoming appointment with Steven M. LoBue, MD on 2/2/2023</p> <p>Please review your responses. To finish, click Submit. Or, click any question to modify an answer.</p> <p>In general, would you say your health is: Very good</p> <p>On an average week, how many days do you exercise at a moderate level for 30 minutes or more? 1 day</p> <p>In the past week, did you need help from others to perform any of these everyday activities? Check all that apply. Eating</p>	<p>MyM Powered by MyChart</p> <p>eCheck-In</p> <p>Health Assessment For an upcoming appointment with Steven M. LoBue, MD on 2/2/2023</p> <p>Please review your responses. To finish, click Submit. Or, click any question to modify an answer.</p> <table border="1"> <thead> <tr> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>In general, would you say your health is:</td> <td>Very good</td> </tr> <tr> <td>On an average week, how many days do you exercise at a moderate level for 30 minutes or more?</td> <td>1 day</td> </tr> <tr> <td>In the past week, did you need help from others to perform any of these everyday activities? Check all that apply.</td> <td>Eating</td> </tr> <tr> <td>In the past week, because of health or physical reasons, did you need help from others to take care of any of these activities? Check all that apply.</td> <td>Banking</td> </tr> </tbody> </table> <p>Submit Back Finish later Cancel</p>	Question	Answer	In general, would you say your health is:	Very good	On an average week, how many days do you exercise at a moderate level for 30 minutes or more?	1 day	In the past week, did you need help from others to perform any of these everyday activities? Check all that apply.	Eating	In the past week, because of health or physical reasons, did you need help from others to take care of any of these activities? Check all that apply.	Banking
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Northwestern Medicine eCheck-In Guidelines (continued)

Congratulations! 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.

The image displays two side-by-side screenshots of the MyNM user interface. The left screenshot is from the 'MYNM App' and shows a mobile notification titled 'Additional Steps' with a 'Close' button. The notification text reads: 'Thanks for using eCheck-In. You have completed all available eCheck-In steps. Please tell us when you arrive for your visit using either contactless arrival by clicking "I'm Here" or by telling a registrar. For telehealth visits, a registration staff representative may call you before your appointment.' The right screenshot is from the 'MyNM Computer' interface. It features a top navigation bar with 'MyNM' logo, 'Menu', 'MyChart by Epic', and 'Log out'. Below the bar are navigation icons for 'Visits', 'Messages', 'Test Results', and 'Billing Center'. The main content area is titled 'eCheck-In Complete' and contains a light blue confirmation message: 'Thanks for using eCheck-In. You have completed all available eCheck-In steps. Please tell us when you arrive for your visit using either contactless arrival by clicking "I'm Here" or by telling a registrar. For telehealth visits, a registration staff representative may call you before your appointment.' Below this message, the appointment details are shown: 'Hospital F/U Social Worker with Kelly', 'Tuesday February 07, 2023 2:00 PM CST' with an 'Add to calendar' link, and the location 'NM Internal Medicine, 676 N SAINT CLAIR ST SUITE 2030, Chicago IL 60611-2996, 312-926-6831'. A 'Back to Visit Details' button is located at the bottom of the confirmation area.

