# How to Self Schedule Appointment in MyChart

1. Click Visits tab on the menu bar



2. Click Schedule an appointment



**3.** Select the **visit type** for your appointment



- Select if you would like an in-person or telephone visit.
- 5. Select a timeslot that works for you



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## **6.** Verify if the insurance is correct **7.** Confirm the appointment



## 7. Confirm the appointment details and hit Schedule it



### 8. Confirmation page will pop up



English



Cantonese



Scan QR Code to watch **NEMS MyChart Online Scheduling Videos** (Step-by-step instructions on how to schedule an appointment in MyChart) NEMS - Rev. 12/12/2023

