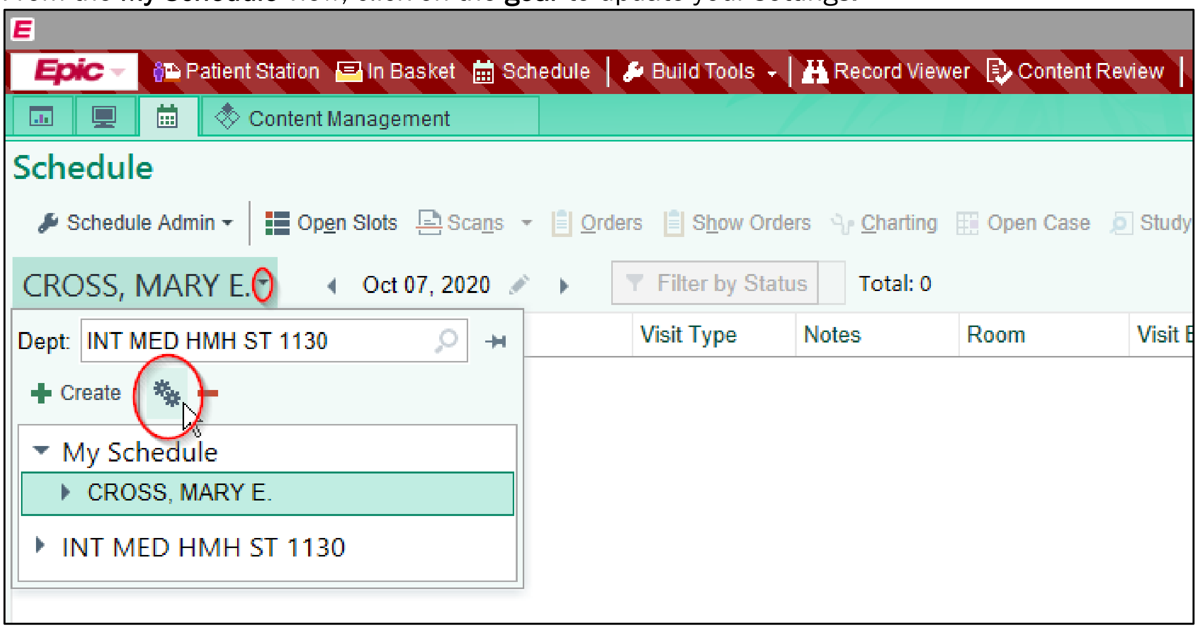
Adding eCheck-In Column to Multi-Provider Schedule

Audience: SPG/PCG Providers, Nurses, MAs and Other Clinical-Related Roles

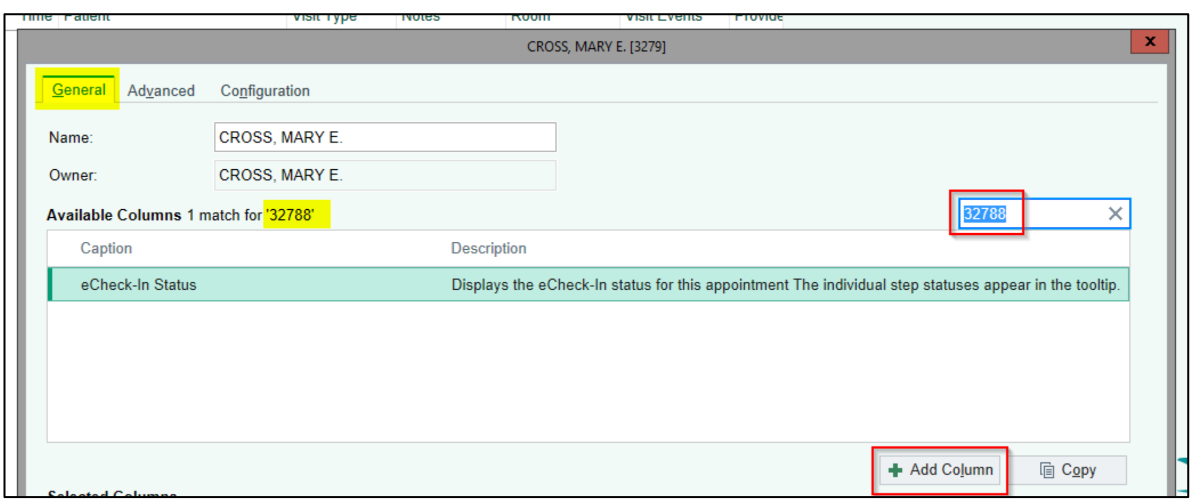
Add the **e-Check-In** column to your multi-provider schedule.

Steps

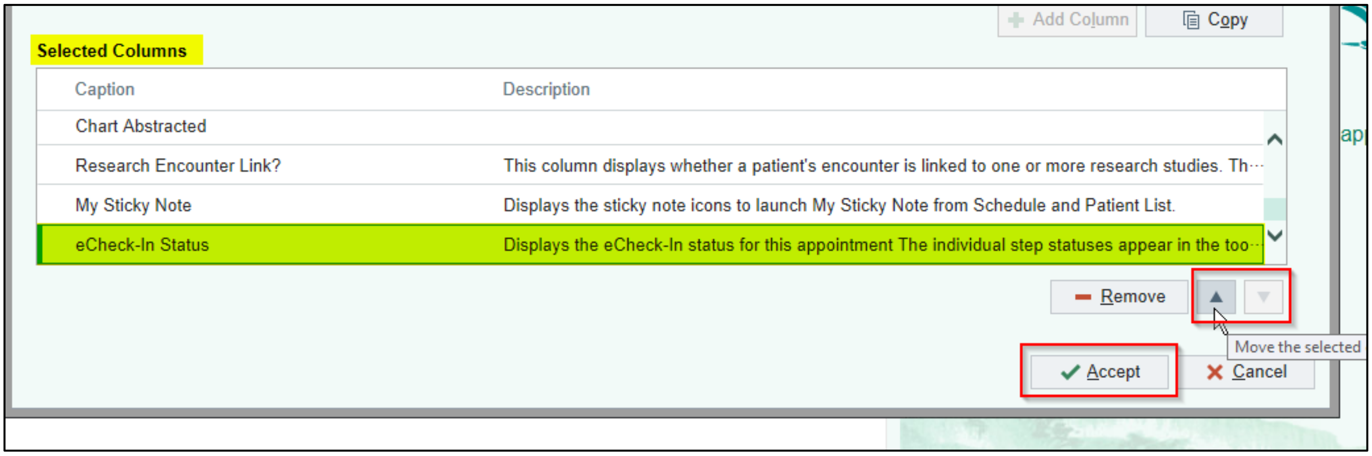
1. From the **My Schedule** view, click on the **gear** to update your settings.



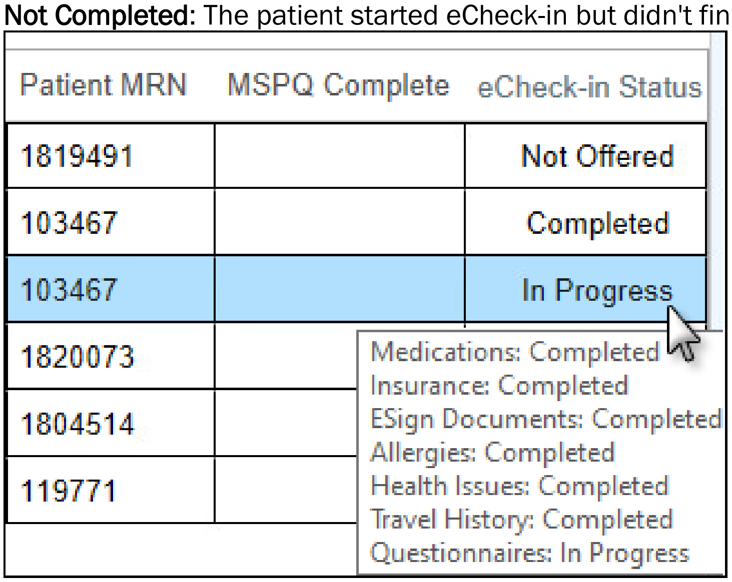
2. While on the **General** tab, use the **look up** tool and search by column name or number and choose **+Add Column.**
   - 32788 (column ID)
   - **e-Check-In Status**



3. Within the **Selected Columns** section, scroll to the bottom of the list to find your most recently added column. Use the arrows to position your columns in the desired order. **Accept** to save your changes.



- With this column you'll be able to track statuses, such as:
  - **Not Offered**: eCheck-in was not available to the patient (e.g., the patient is not **MyChart** active).
  - **Not Started**: The appointment date is too far away for the patient to complete eCheck-in, or the patient hasn't started eCheck-in.
  - **In Progress**: The patient has started eCheck-in but hasn't finished all steps.
  - **Completed**: The patient completed all available eCheck-in steps.
  - **Not Completed**: The patient started eCheck-in but didn't finish it while it was still available.



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