

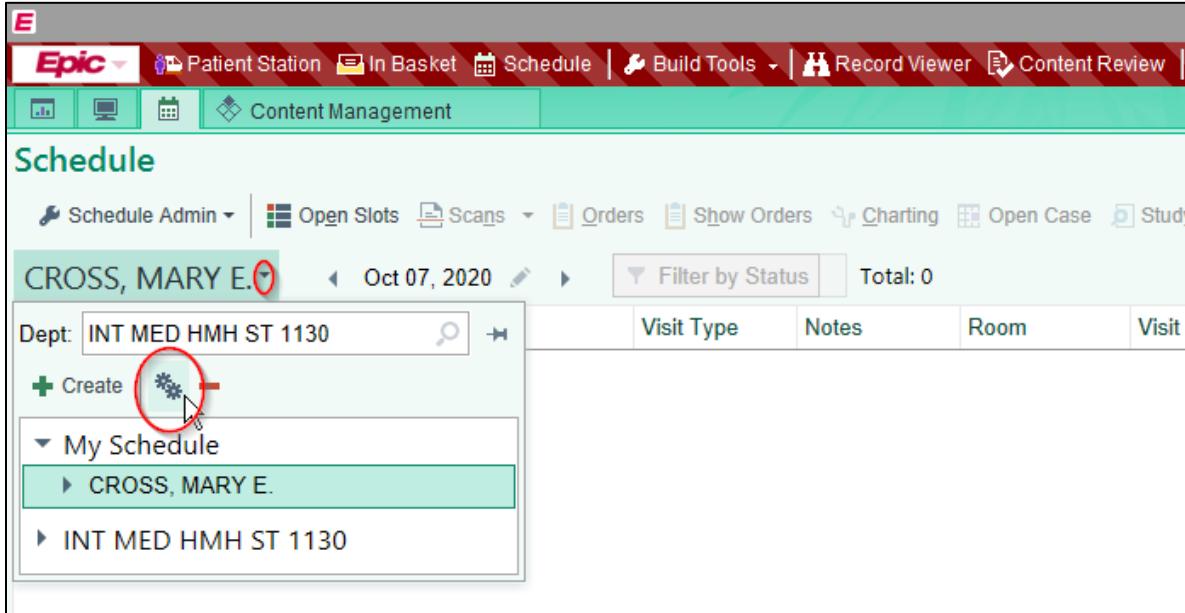
Adding eCheck-In Column to Multi-Provider Schedule

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

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

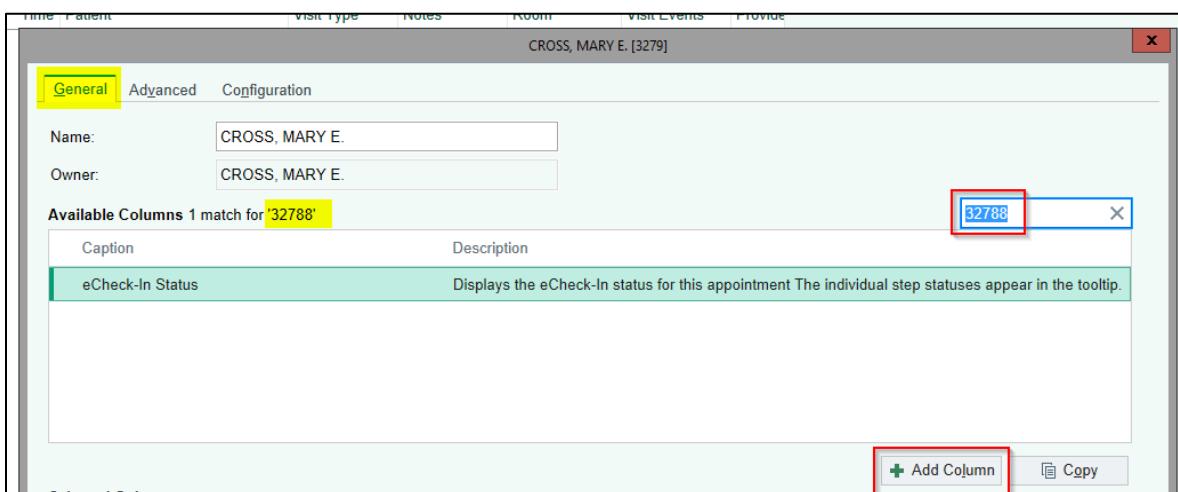
Steps

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**



Adding eCheck-In Column to Multi-Provider Schedule



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.

The screenshot shows a 'Selected Columns' dialog box. At the top are 'Add Column' and 'Copy' buttons. Below is a table with 'Caption' and 'Description' columns. The 'eCheck-In Status' row is highlighted with a yellow background. At the bottom are 'Remove', 'Move the selected', and 'Accept' buttons. The 'Accept' button is highlighted with a red box.

- 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.

Patient MRN	MSPQ Complete	eCheck-in Status
1819491		Not Offered
103467		Completed
103467		In Progress
1820073		Medications: Completed Insurance: Completed ESign Documents: Completed Allergies: Completed Health Issues: Completed Travel History: Completed Questionnaires: In Progress
1804514		
119771		