

**Epic Version:** 2020

**User(s) Affected:** All Epic Users

**Application:** MyChart

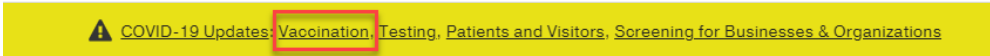
**Date in Effect:** 4/17/2021

**Topic: Immediate scheduling for first-dose COVID-19 Vaccinations at UTSW**

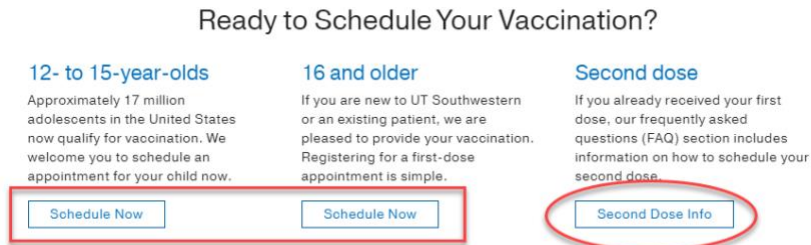
**Description:** Immediate scheduling is now available at UT Southwestern. This tip sheet will walk you through the process of scheduling your COVID-19 vaccination at one of four UTSW sites.

**Steps to Take:**

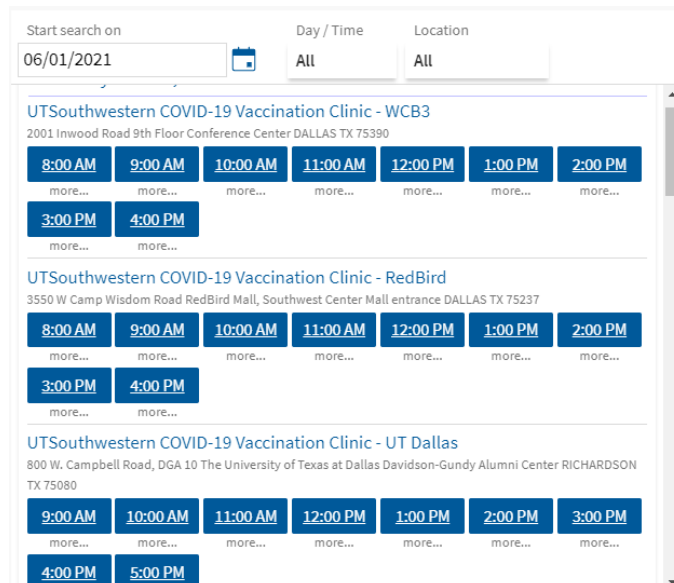
1. Go to the UTSW website [utswmed.org/](https://utswmed.org/).
2. Click **Vaccination** in the top yellow navigation bar.



3. If you need your first dose, click **Schedule Now** and continue with the following steps. If you need your second dose, select **Second Dose Info**.





4. Pick your preferred **date, time, and location**.




5. Verify your appointment information is correct. Select **Continue**.

Is this correct?

 This time slot is reserved for you until 2:57 PM. Please complete scheduling by then.

 Tuesday June 1, 2021  
Starts at 8:00 AM

 UTSouthwestern COVID-19 Vaccination  
Clinic - WCB3  
2001 Inwood Road  
9th Floor Conference Center  
DALLAS TX 75390  
214-633-2021

[Back](#) [Continue](#)

6. Log in to **MyChart** if you already have an account or **Continue as a Guest** to create a new one.

Have a MyChart account?

Use your MyChart credentials to schedule this appointment for yourself or someone you have access to.

[Log in](#)


[Continue as a Guest](#)

Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.

[Back](#) [Continue](#)

7. Fill out all required fields marked with a red asterisk \*.

Patient Information

 Indicates a required field.

\* First Name

Middle Name

\* Last Name

\* Date of Birth

\* Email

\* Address

\* City

\* State

\* ZIP Code

\* Primary Phone

Work Phone

Mobile Phone


\* Legal Sex

Female Male

Unknown

Social Security number (Last 4 Digits)

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8. Check the **I'm not a robot** box then click **Schedule it!**

Verification

As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot

hCAPTCHA Privacy - Terms

Back Schedule it!

Verification

As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot

hCAPTCHA Privacy - Terms

Back Schedule it!

9. Click the blue **Sign up now** button.

You're almost done! One more step: **Sign up for MyChart now** in order to complete the scheduling process.

Monday April 19, 2021  
Starts at 2:15 PM

UTSouthwestern COVID-19 Vaccination  
Clinic

If patient is under 18 years old, parent must be present to sign consent forms prior to vaccine administration.

Once signed up, you can check-in online to complete your vaccine consent forms, saving you time at the vaccination site. In order to create your MyChart account and to protect your health information, we will ask you a few questions only you would know the answers to.

[Sign up now](#)

10. In order to create your MyChart account and to protect your health information, we will ask you a few questions that only you would know the answers to.

**UTSouthwestern**  
Medical Center

## Answer Questions

In order to create your MyChart account and to protect your health information, we will ask you a few questions only you would know the answers to.

**PRECISE ID** powered by Experian

Which of the following is a current or previous employer? If there is not a matched employer name, please select 'NONE OF THE ABOVE'.

RETIRED

MASTERPIECE ELECTRIC

BRAUM S INC

EMERALD ISLAND LAWN

NONE OF THE ABOVE/DOES NOT APPLY

Next

11. Choose a Username and Password, then add an email address.

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Medical Center

Hello Lorna  
Please choose a Username & Password

Step 2 of 3  
All fields are required.  
Please choose your MyChart Username and password.

**Create your MyChart ID**

**Create a Password**

**Retype Password**

Next

**UTSouthwestern**  
Medical Center

Lorna, please set your e-mail notifications.

Step 3 of 3

**Enable E-mail Notifications?**  
When new information is available (such as test results or messages), we will send a notification message to your internet e-mail address.

Yes No

**E-mail Address**  
MyChart will use your email address for alerts only. As with all other personal information, we will keep your email address secure.

PatientEmailAddress@example.com

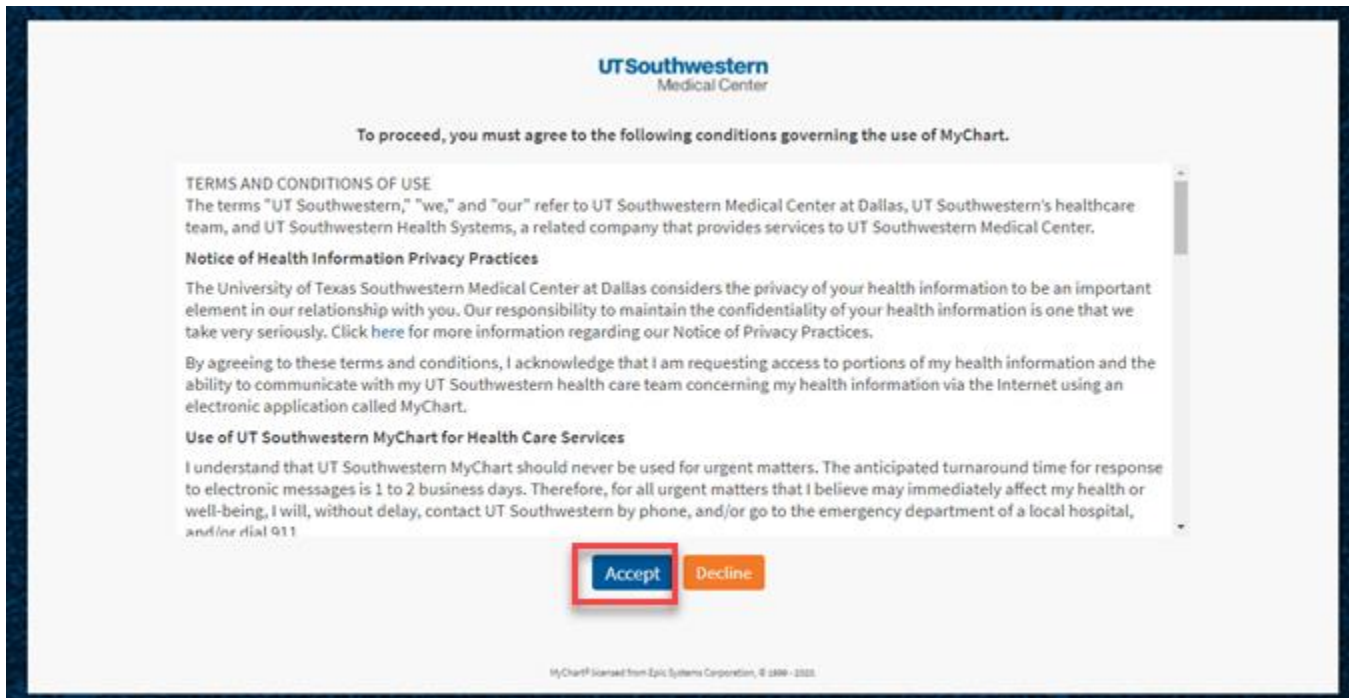
Example: chris@company.com

Retype E-mail Address

PatientEmailAddress@example.com

Sign In

Download on the App Store | GET IT ON Google Play | Interoperability Guide | High Contrast Theme

**12. Read and accept the MyChart conditions.**

**UT Southwestern**  
Medical Center

To proceed, you must agree to the following conditions governing the use of MyChart.

**TERMS AND CONDITIONS OF USE**  
The terms "UT Southwestern," "we," and "our" refer to UT Southwestern Medical Center at Dallas, UT Southwestern's healthcare team, and UT Southwestern Health Systems, a related company that provides services to UT Southwestern Medical Center.

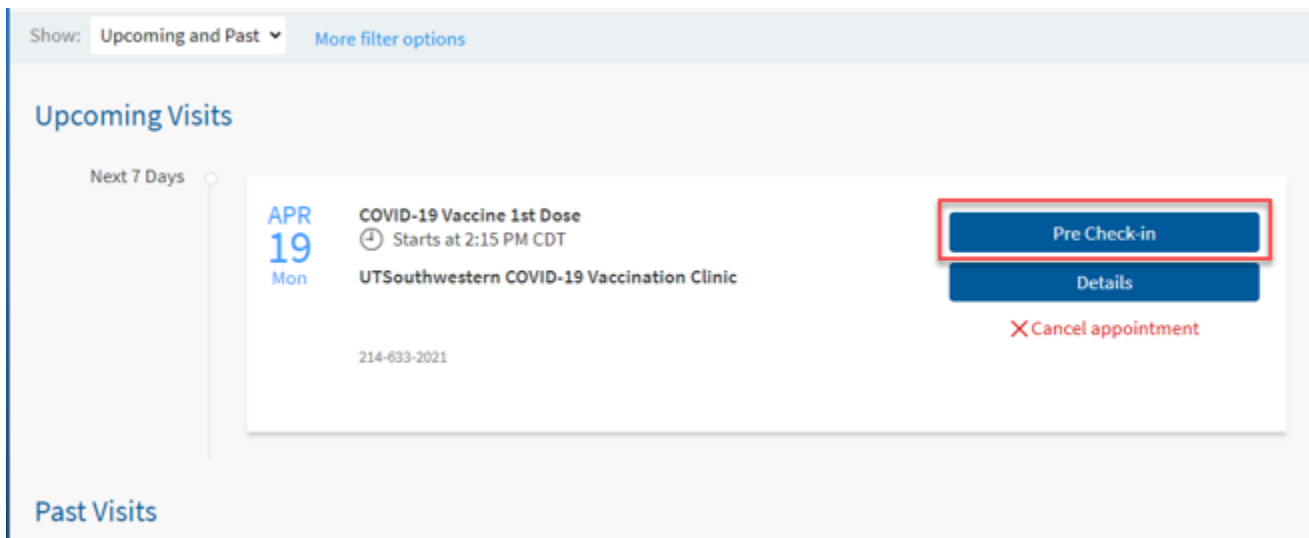
**Notice of Health Information Privacy Practices**  
The University of Texas Southwestern Medical Center at Dallas considers the privacy of your health information to be an important element in our relationship with you. Our responsibility to maintain the confidentiality of your health information is one that we take very seriously. Click [here](#) for more information regarding our Notice of Privacy Practices.

By agreeing to these terms and conditions, I acknowledge that I am requesting access to portions of my health information and the ability to communicate with my UT Southwestern health care team concerning my health information via the Internet using an electronic application called MyChart.

**Use of UT Southwestern MyChart for Health Care Services**  
I understand that UT Southwestern MyChart should never be used for urgent matters. The anticipated turnaround time for response to electronic messages is 1 to 2 business days. Therefore, for all urgent matters that I believe may immediately affect my health or well-being, I will, without delay, contact UT Southwestern by phone, and/or go to the emergency department of a local hospital, and/or dial 911.

[Accept](#) [Decline](#)

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**13. View the details of your appointment in MyChart and complete your Pre Check-in documents in advance of your vaccination.**

Show: **Upcoming and Past** [More filter options](#)

### Upcoming Visits

Next 7 Days

**APR 19 Mon** COVID-19 Vaccine 1st Dose  
🕒 Starts at 2:15 PM CDT  
UTSouthwestern COVID-19 Vaccination Clinic  
214-633-2021

[Pre Check-in](#)  
[Details](#)  
[Cancel appointment](#)

### Past Visits