Scheduling a COVID-19 Vaccine Appointment in MyCHArt from a Computer

This scheduling is available for MyCHArt Patients who have received notification that they are now eligible to schedule their COVID-19 vaccine.

1. On your computer, navigate to MyCHArt from the CHA website.

   a. Go to challiance.org
   b. Find MyCHArt in the upper right hand corner of the screen
   c. Log into your MyCHArt account.

2. You will see a message in the Welcome! Section to advise that you can now schedule your COVID-19 vaccine. Select Schedule Now.

3. Please answer all MyCHArt questions such as if you have received a vaccine within the past 14 days:

Need Help?
Call Health Information Management (HIM) at (617) 381-7266 from 8:00 AM - 4:30 PM ET Monday - Friday
Email us at mycharthelp@challiance.org
Use our online form: https://www.challiance.org/help-center/mychart-contact-us-form
4. Select which location you would like to go for your vaccine

5. Once you have selected your location, click Continue

6. After selecting your location, you will then be able to pick what date and time you would like to have your appointment

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7 You will then be asked to review your contact information.

If you need to make a change click **EDIT**
Once you are done with the changes and the information is correct, click:

8 Verify your insurance information.

If the information is incorrect, you can click

To add coverage, select **ADD A COVERAGE**

Once everything is correct, select **THIS INFORMATION IS CORRECT**

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You will now be able to review your appointment details. Please enter the reason for the visit as receiving the first dose of the COVID19 vaccine:

Once you have entered your phone number and entered the reason for your visit, click to schedule the appointment.

You will then get a confirmation message that your appointment has been scheduled.

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