

COVID-19 VACCINE APPOINTMENT SCHEDULING INSTRUCTIONS



WEB BROWSER INSTRUCTIONS: PAGE 3

If you are using your desktop or laptop computer to access the myBeaumontChart webpage, instructions begin on page 3



MOBILE APP INSTRUCTIONS: PAGE 12

If you are using the MyChart mobile app, instructions begin on page 12

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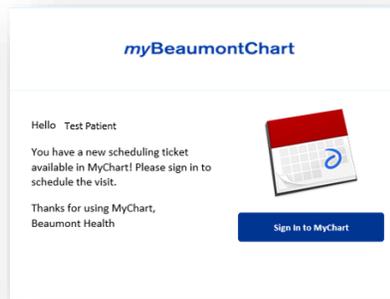
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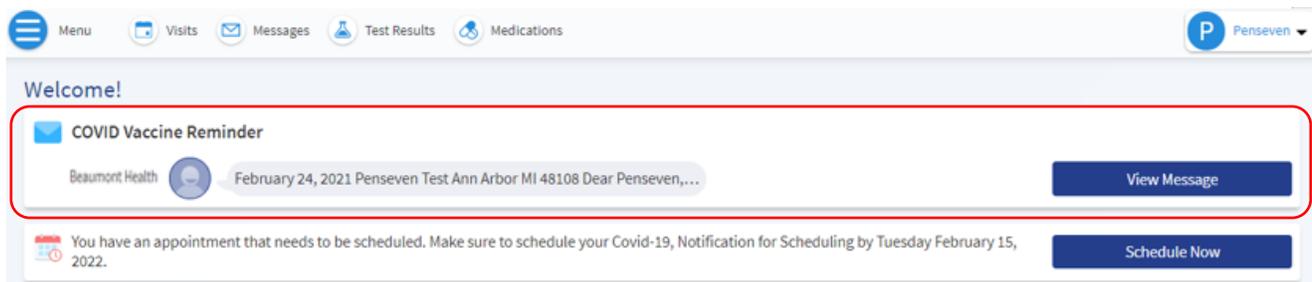
Scheduling your COVID-19 Vaccine (Desktop)

1. If you meet the state and federal criteria for vaccination and have been randomly selected, you'll receive an email invitation from Beaumont Health with the subject line **New Scheduling Ticket Available in myBeaumontChart**.

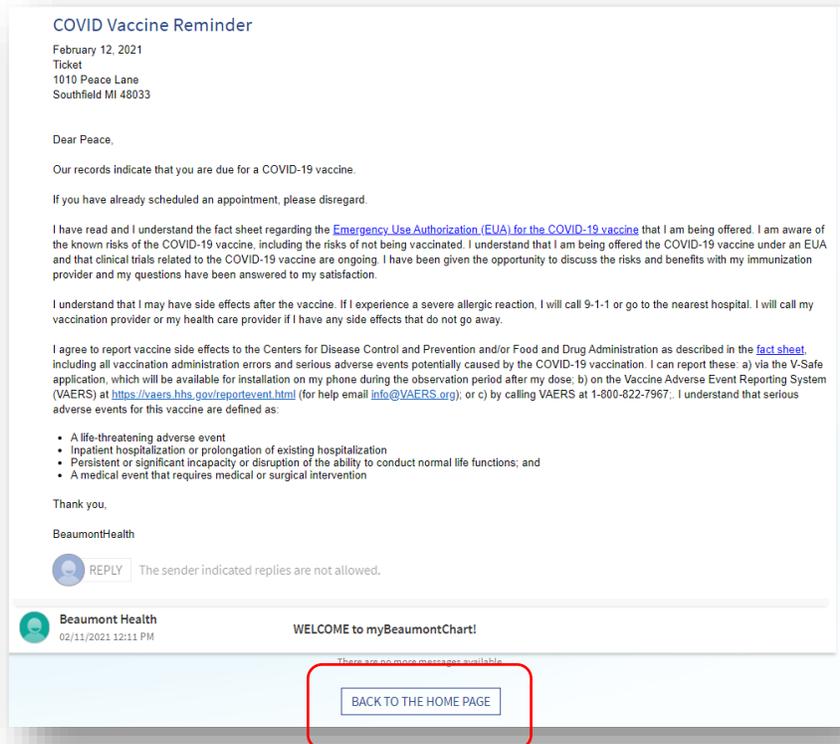


You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

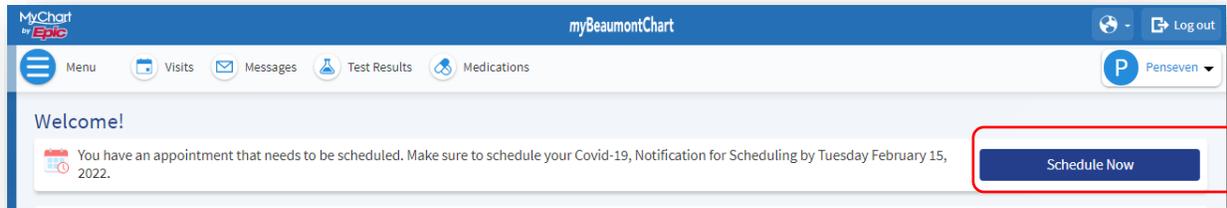
2. Sign in to your myBeaumontChart account at mybeaumontchart.com
3. In your homepage alerts, you will see that you have a **new message**. Click **View Message** to open it



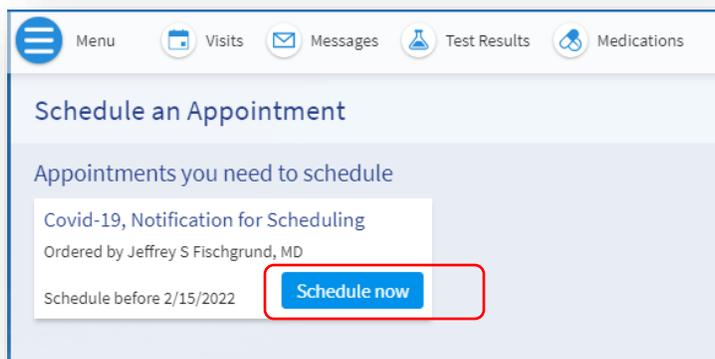
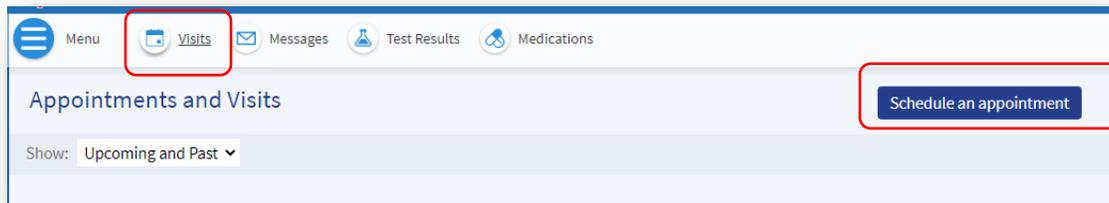
4. Once you are finished reading the message, click **Back to the Home Page**



- From the home page, click **Schedule Now** next to the alert that says **You have an appointment that needs to be scheduled. Make sure to schedule your Covid-19, Notification for Scheduling**



*You can also schedule by going to the Visits menu and clicking Schedule an Appointment and then click **Schedule Now***



6. You will be prompted to answer a few questions. Click **Continue** after answering each question

Schedule an Appointment

Reason for visit: Covid-19, Notification for Scheduling

Questions

Locations

Time

A couple of questions

*Have you ever had a severe reaction (anaphylaxis) to a vaccine?

Yes No

CONTINUE

7. After answering questions, you'll be prompted to select a location. You can select one or multiple locations. When your location(s) is/are selected, click **Continue**.

Schedule an Appointment START OVER

Reason for visit: Covid-19, Notification for Scheduling

Locations

Time

Verify and schedule

Which locations work for you?

Any location
Schedule at any available location.

COVID-19 Vaccination Clinic - Beaumont Hospital Troy
44201 Dequindre Rd
Troy MI 48085

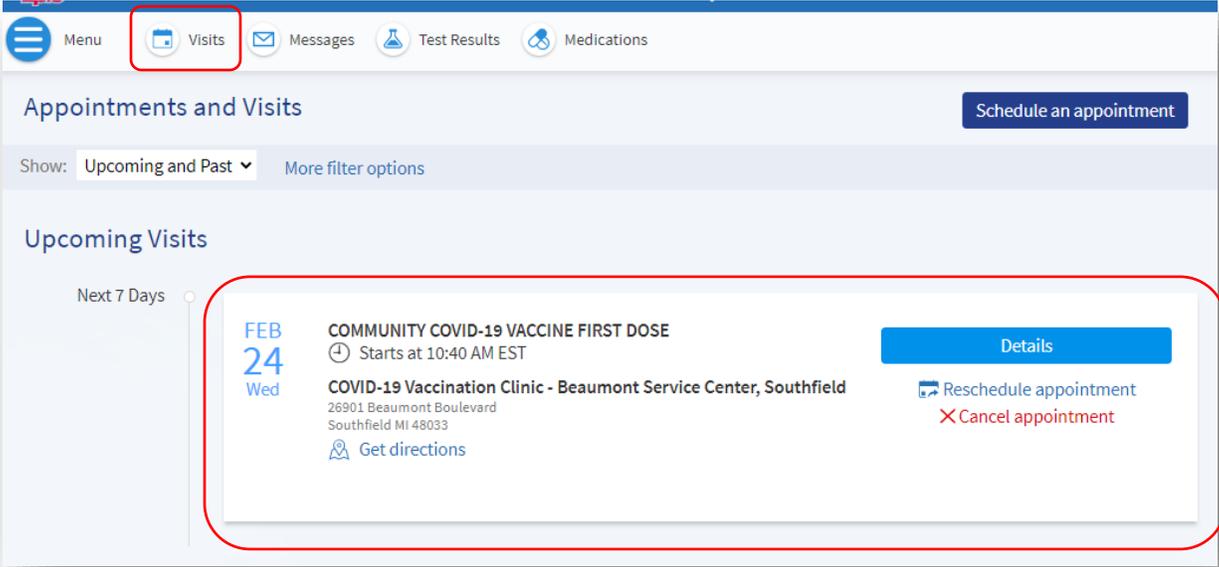
COVID-19 Vaccination Clinic - Beaumont Learning & Innovation Center, Dearborn
18200 Oakwood
Dearborn MI 48124

COVID-19 Vaccination Clinic - Beaumont Service Center, Southfield
26901 Beaumont Boulevard
Southfield MI 48033

8. Click on the time that works best for you

9. Verify everything looks correct on this screen. You'll see your chosen date/time/location on the left and full visit instructions on the right. If everything looks good, fill in the prompt ***What is the most important thing you want addressed during this visit** and click **Schedule**. Note: you may click Start Over, or go back a step, but you are not able to "hold" this date/time/location selection without clicking Schedule.

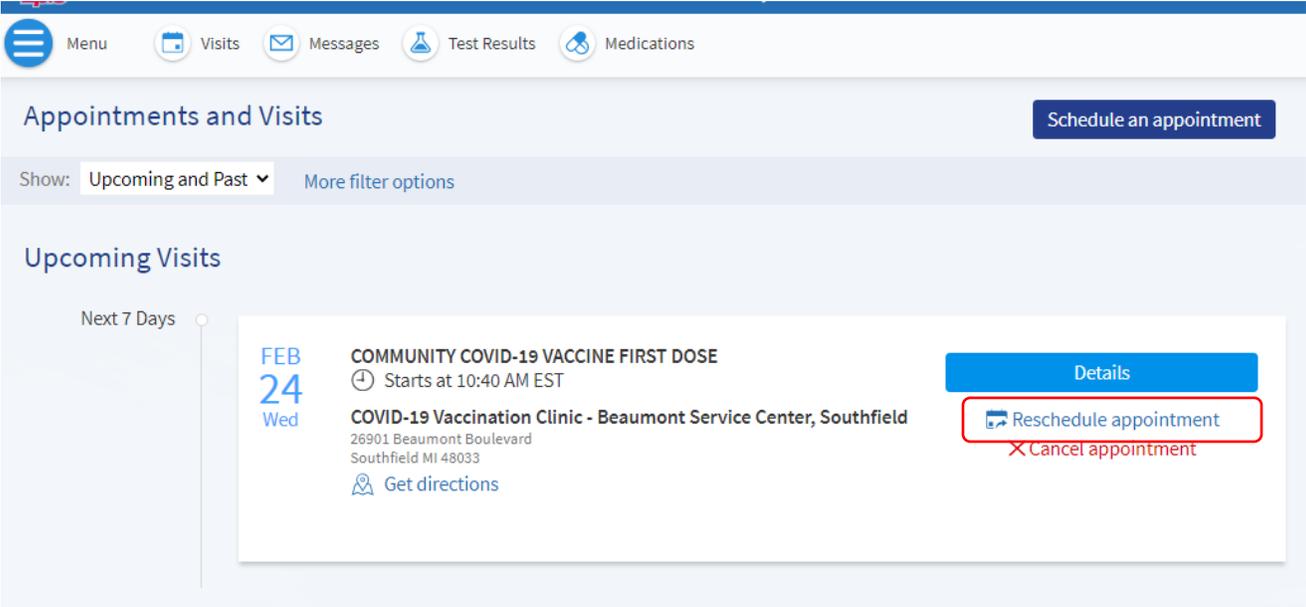
10. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart



Rescheduling/Cancelling your COVID-19 Vaccine Appointment

(Desktop)

If you need to **reschedule your appointment**, you may do so by navigating to the appointment in your Visits menu and clicking **Reschedule Appointment**



You will be prompted to choose a new date/time

Reschedule Appointment START OVER

Time Verify and schedule

Original appointment information

COMMUNITY COVID-19 VACCINE FIRST DOSE with COVID19 VACCINATION CLINIC FIRST DOSE BEAUMONT HOSPITAL TROY

Friday February 12, 2021 3:20 PM COVID-19 Vaccination Clinic - Beaumont Hospital Troy
44201 Dequindre Rd
Troy MI 48065

What time works for you?

Start search on 02/12/2021

Times: All available times, Filter times

Friday February 12, 2021

3:10 PM	3:20 PM	3:30 PM	3:40 PM	3:50 PM
4:00 PM	4:10 PM	4:20 PM	4:30 PM	4:40 PM
4:50 PM				

Monday February 15, 2021

8:00 AM	8:10 AM	8:20 AM	8:30 AM	8:40 AM
8:50 AM	9:00 AM	9:10 AM	9:20 AM	9:30 AM
9:40 AM	9:50 AM	10:00 AM	10:10 AM	10:20 AM
10:30 AM	10:40 AM	10:50 AM	11:00 AM	11:10 AM
11:20 AM	11:30 AM	11:40 AM	11:50 AM	12:00 PM

After choosing a new time, make sure to verify all information presented and then click **Schedule**

Reschedule Appointment START OVER

Time Edit Verify and schedule

Monday February 15, 2021 10:00 AM

New appointment information

COMMUNITY COVID-19 VACCINE FIRST DOSE

Monday February 15, 2021 10:00 AM COVID-19 Vaccination Clinic - Beaumont Hospital Troy
44201 Dequindre Rd
Troy MI 48065

Why do you want to reschedule this appointment?

Visit Instructions
You must arrive 10 minutes prior to your scheduled appointment time.

Instructions: Wear clothing that enables easy access to the upper arm (i.e. short sleeves, loose-fitting shirt, or layering with a tank top or undershirt). You will receive a COVID-19 vaccination confirmation card with the vaccine information and documentation of the date the vaccination was received.

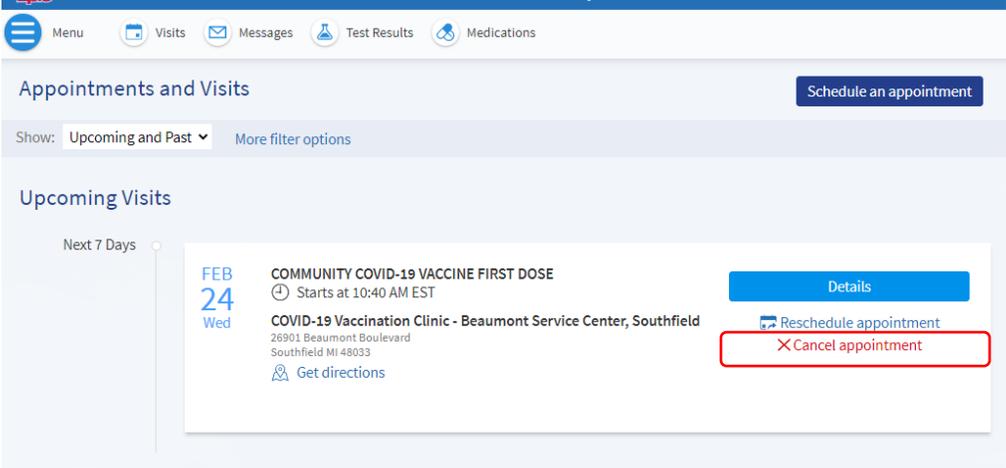
After administration of the vaccine, there is a 15 minute observation for your safety.

Parking Directions:
The Covid Vaccine Clinic is located in the Mocer Learning Center via South Blvd Entrance.

[VIEW FULL INSTRUCTIONS](#)

SCHEDULE

If you want to **cancel** your appointment, you may do so by navigating to the appointment in your Visits menu and clicking **Cancel appointment**

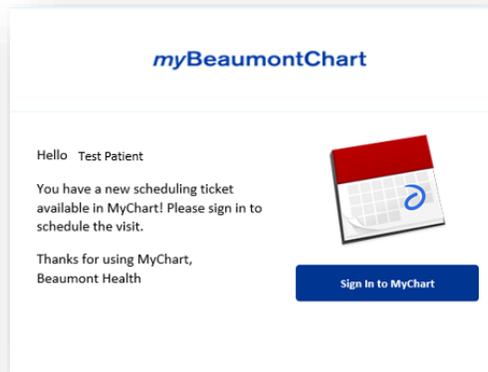


To complete the cancellation process, click **Confirm Cancellation**



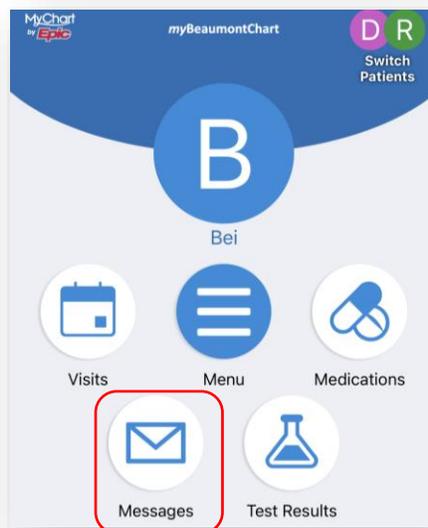
Scheduling your COVID-19 Vaccine (Mobile)

1. If you meet the state and federal criteria for vaccination and have been randomly selected, you'll receive an email invitation from Beaumont Health with the subject line **New Scheduling Ticket Available in myBeaumontChart**.

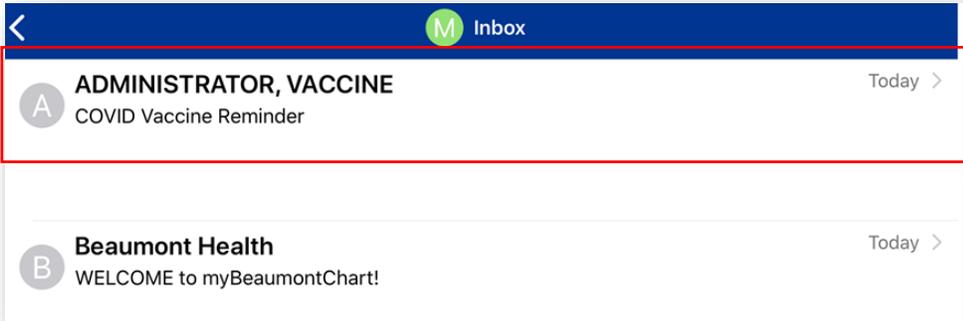


You will also receive an email from Beaumont Health with the subject line **Please check your MyChart account**

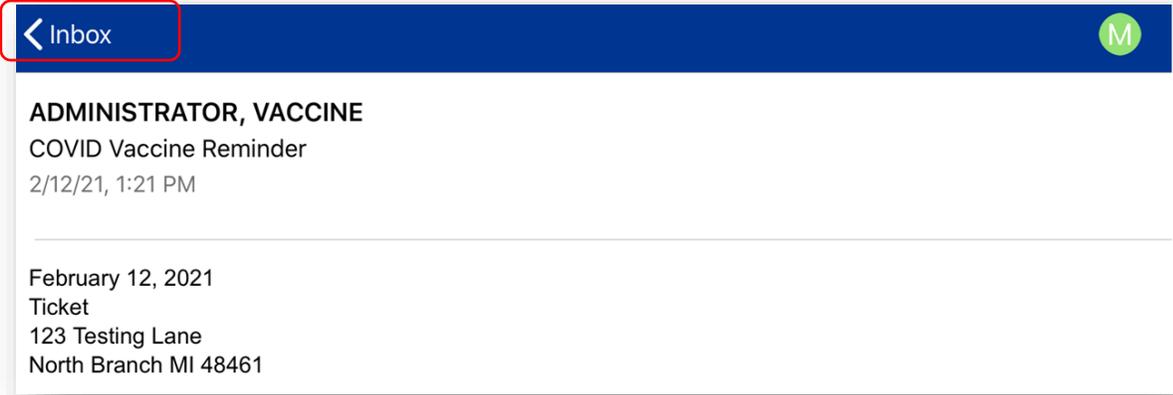
2. Sign in to the **MyChart app** on your phone or tablet
3. After you first log in, you'll see activity icons. Click on the **Messages** icon



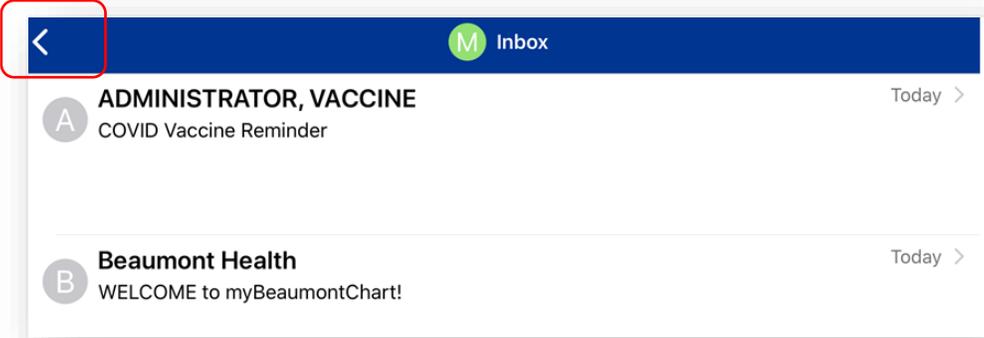
4. Tap on the message titled **COVID Vaccine Reminder** to open it.



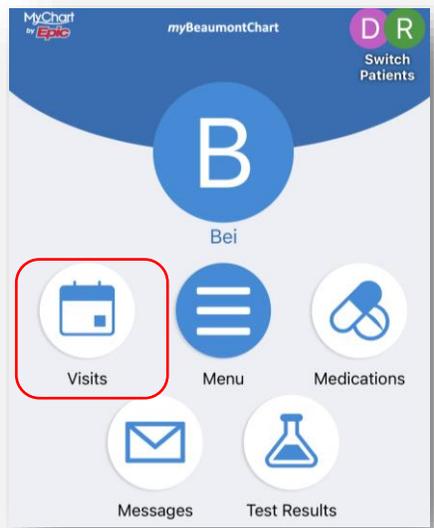
5. Once you are finished reading the message, tap < Inbox to go back



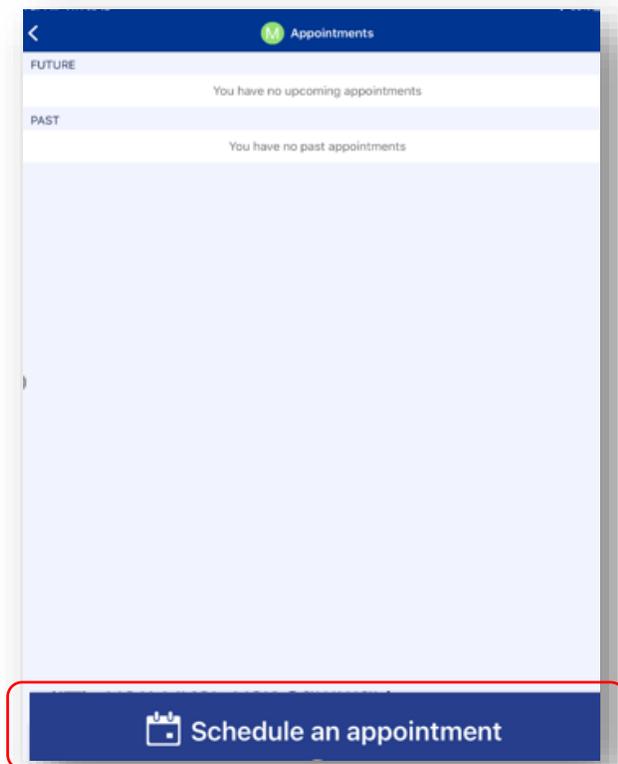
6. Tap < to go back to your home page



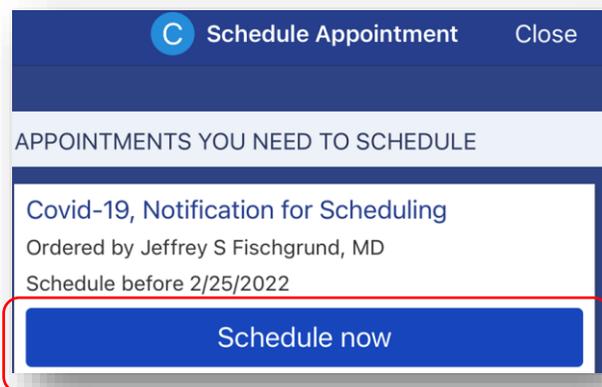
7. From the home page, tap on the **Visits** icon



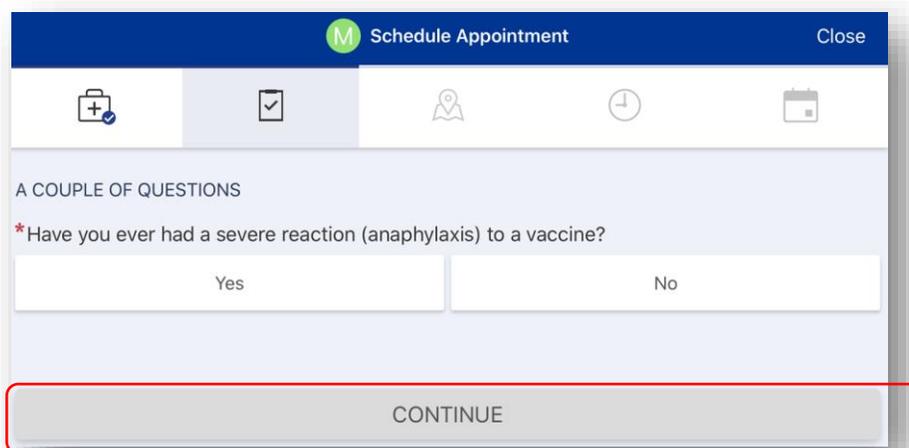
8. Tap **Schedule an appointment** (bottom of screen)



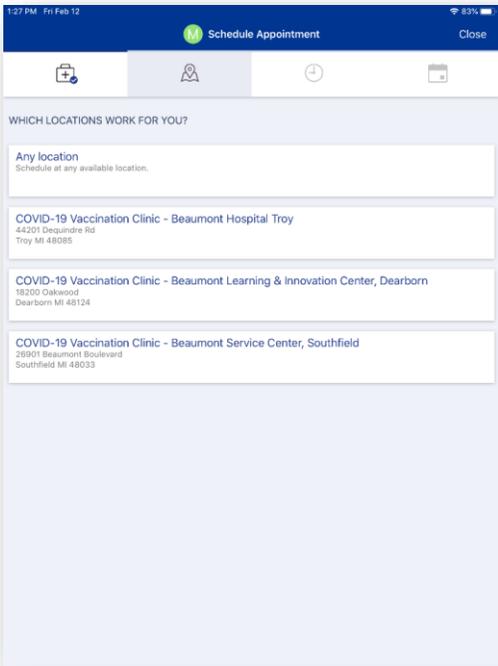
9. You'll see that you have a **Covid-19, Notification for Scheduling** appointment to schedule. Tap **Schedule Now**



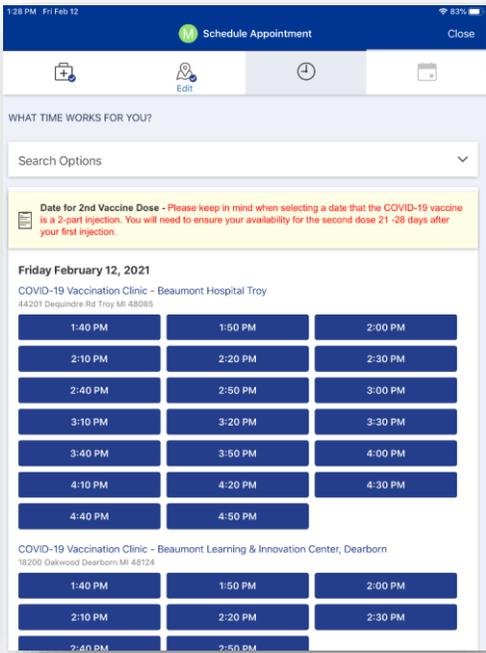
10. You will be prompted to answer a few questions. Tap **Continue** after answering each question



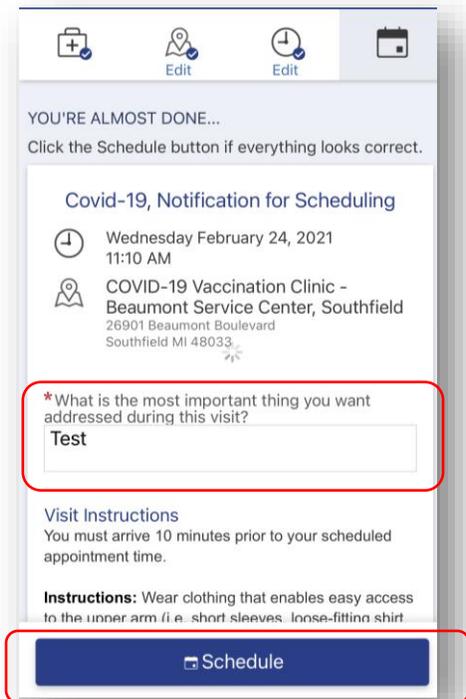
11. After answering questions, you'll be prompted to select a location. You can select one or multiple locations by tapping on them



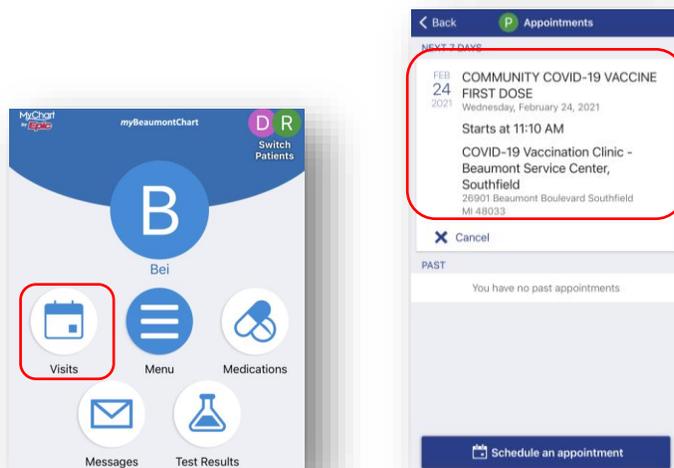
12. Tap on the time that works best for you



13. Verify everything looks correct on this screen. You'll see your chosen date/time/location on the left and full visit instructions. If everything looks good, fill in the prompt ***What is the most important thing you want addressed during this visit** and **tap Schedule**. Note: you may click Start Over, or go back a step, but you are not able to "hold" this date/time/location selection without clicking Schedule.



14. You'll receive an email confirmation once your appointment is scheduled. You'll also be able to see your visit information in the **Visits menu** within myBeaumontChart.

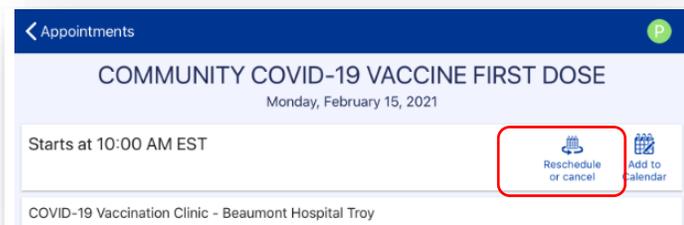


Rescheduling/Cancelling your COVID-19 Vaccine Appointment (Mobile)

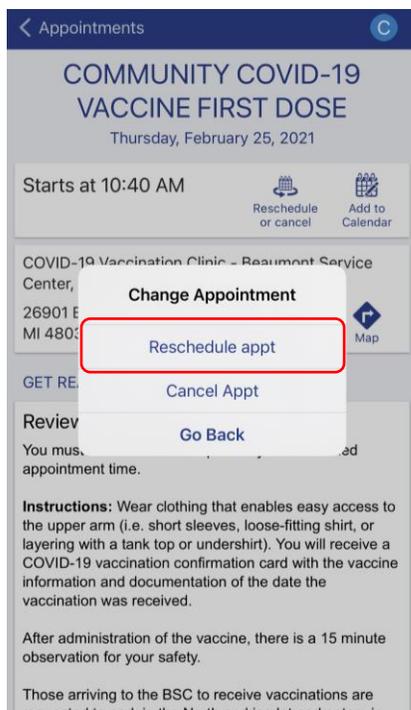
If you need to **reschedule your appointment**, you may do so by navigating to the appointment in your Visits menu and tapping on it



Then tap **Reschedule or cancel**



Tap **Reschedule appt**



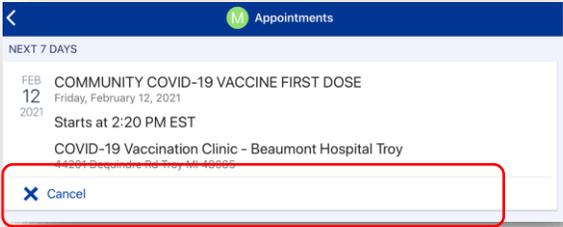
You will be prompted to choose a new date/time

The screenshot shows the 'Reschedule Appointment' interface. At the top, there is a 'Reschedule Appointment' header with a 'Close' button. Below this is a section for 'ORIGINAL APPOINTMENT INFORMATION' which includes the title 'COMMUNITY COVID-19 VACCINE FIRST DOSE with COVID19 VACCINATION CLINIC FIRST DOSE BEAUMONT HOSPITAL TROY', the date 'Friday February 12, 2021' at '2:50 PM', and the location 'COVID-19 Vaccination Clinic - Beaumont Hospital Troy' at '44701 Dequindre Rd, Troy MI 48065'. A section titled 'WHAT TIME WORKS FOR YOU?' contains a 'Search Options' dropdown menu. Below this is a grid of time slots for 'Friday February 12, 2021', ranging from 1:40 PM to 4:50 PM in 15-minute increments. The next date listed is 'Monday February 15, 2021'.

After choosing a new time, make sure to verify all information presented and then tap **Schedule**

This screenshot shows the 'Reschedule Appointment' screen after a new time has been selected. The title is 'NEW APPOINTMENT INFORMATION'. The appointment details are: 'COMMUNITY COVID-19 VACCINE FIRST DOSE', 'Friday February 12, 2021' at '2:20 PM', and the location 'COVID-19 Vaccination Clinic - Beaumont Hospital Troy' at '44221 Dequindre Rd, Troy MI 48065'. There is a text input field for 'Why do you want to reschedule this appointment?'. Below this are sections for 'Visit Instructions' (arrive 10 minutes prior), 'Instructions' (wear clothing for easy access to the upper arm), and 'Parking Directions' (located in the Mocer Learning Center via South Blvd Entrance). A 'VIEW FULL INSTRUCTIONS' button is present. At the bottom, a blue 'SCHEDULE' button is highlighted with a red rectangular box.

If you want to **cancel** your appointment, you may do so by navigating to the appointment in your Visits menu and tap **Cancel**



To complete the cancellation process, tap **Cancel appointment**

