



Patient User Guide

Create a MyChart Account Create and Use Lucy and MyChartCentral



Welcome to ...



MyChart Username

[Forgot MyChart Username?](#)

Password

[Forgot Password?](#)

[Sign In](#) ?

MyChart © Epic Systems Corporation

I have an activation code

[Activate Your Account](#)

Sign up without an activation code

[Sign Up Now](#)

Learn More...

[UHCS Home Page](#) [Find a Physician](#)
[FAQs](#) [Privacy Policy](#) [Terms and Conditions](#)

Requesting access to a family member's MyChart?

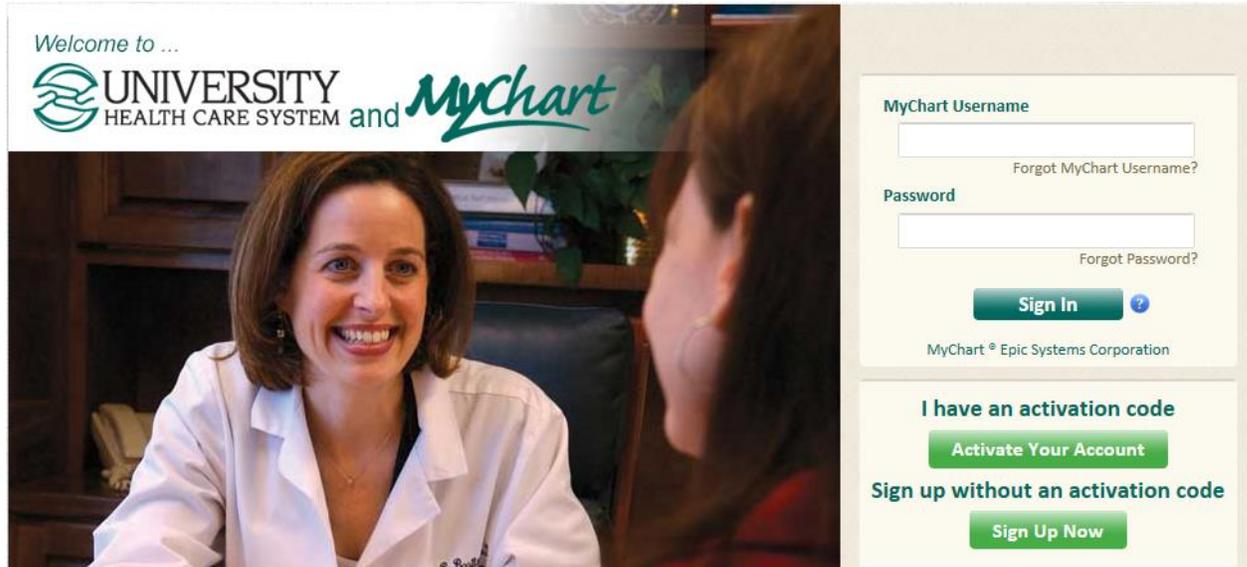
[Adult/Adult](#) [Adult/Child](#)

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Creating a MyChart Account

1. Go to www.uhmychart.org:



2. Click on

Sign up without an activation code

Sign Up Now

3. Complete the MyChart Self Sign-Up form and click

Submit

4. After completing the "MyChart Self Sign-Up" form and if you have an established medical record in EPIC, you will be provided a MyChart account immediately. However, if you do not have an established medical record in EPIC, an activation code will be sent via email.

Upon receiving the activation code, go to www.uhmychart.org, web page and click on:

I have an activation code

Activate Your Account

and proceed to enter the activation code provided

Introducing Lucy



Lucy is a personal health record providing a permanent home to organize all your medical information. Within Lucy, a patient can add or upload external documents. You can also add personal information about your health and choose to share it with University Health Care System and our Subscribing Providers, as well as other organizations where you receive care. Lucy will follow you wherever you go, even if you're insurance or providers change.

Introducing MyChart Central



MyChartCentral groups together your University Health Care System MyChart account, with any other nationwide MyChart account. Additionally, MyChartCentral allows you to utilize Lucy, and maintain a single username and password.

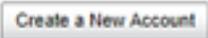
How do I sign up for Lucy and MyChart Central

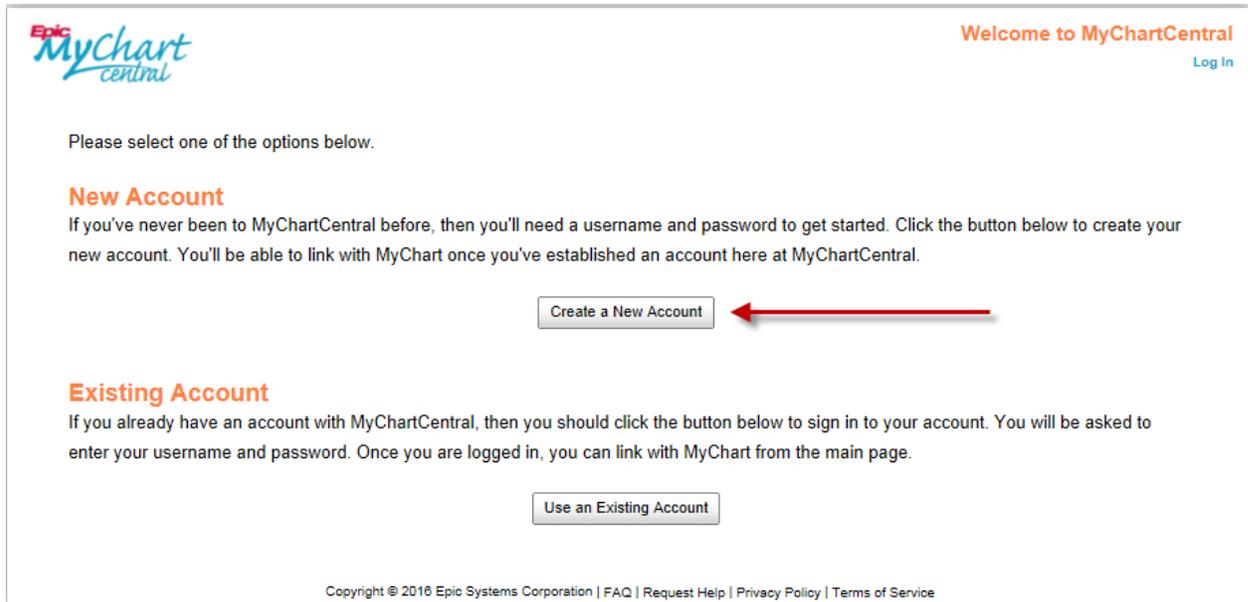
1. Log on to your University Health Care System MyChart account, i.e. www.uhmychart.org.
2. Click on “My Medical Record” and then “Lucy and MyChart Central”:



3. To create a Lucy account, select yes, when prompted. This is not required for a MyChartCentral account. However is necessary if you want to create a Lucy account later.
4. Click the button [Link Me Up with Lucy and MyChartCentral](#) . See screen shot:



5. Click  to create a MyChart Central account.



Epic MyChart central

Welcome to MyChartCentral [Log In](#)

Please select one of the options below.

New Account
If you've never been to MyChartCentral before, then you'll need a username and password to get started. Click the button below to create your new account. You'll be able to link with MyChart once you've established an account here at MyChartCentral.

[Create a New Account](#)

Existing Account
If you already have an account with MyChartCentral, then you should click the button below to sign in to your account. You will be asked to enter your username and password. Once you are logged in, you can link with MyChart from the main page.

[Use an Existing Account](#)

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6. Proceed to complete the next five prompted steps. This will involve, creating a user name and password; creating security questions, etc. NOTE: If your UH MyChart User ID and Password meet the same requirements as MyChartCentral, feel free to use the same ones!
7. After completing the required fields, you will receive an email to activate your new MyChartCentral account.



LUCYPSUP: Account Activation
NoReply to: christij

Your security phrase: I love MyChart

Dear Dan,

Congratulations - you've created your MyChartCentral account. Before you can begin using it, you will need to activate it by clicking on the link below. If you cannot click the link, simply copy it and paste it into your browser's address bar.

<https://wwwps.mychartcentral.com/ActivateAccount.aspx?login=danmann&token=25f763b7-0948-454f-9785-a934b2743b47>

This link is only active for one day. If you do not activate your account by then, your temporary account will be deleted and you will need to sign up again.

Thank you,
MyChartCentral

8. Click on the link within the email, your final step to creating your MyChartCentral account. *Please note, as seen in the email, the link is only active for one day.*
9. Enter your username and password.



Username:

[Forgot your username?](#)

Password:

[Forgot your password?](#)

This is a public or shared computer.

[What's this?](#)

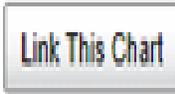
This is a private computer.

Congratulations! Your account is now activated.
[Log in to link up your MyChart account.](#)

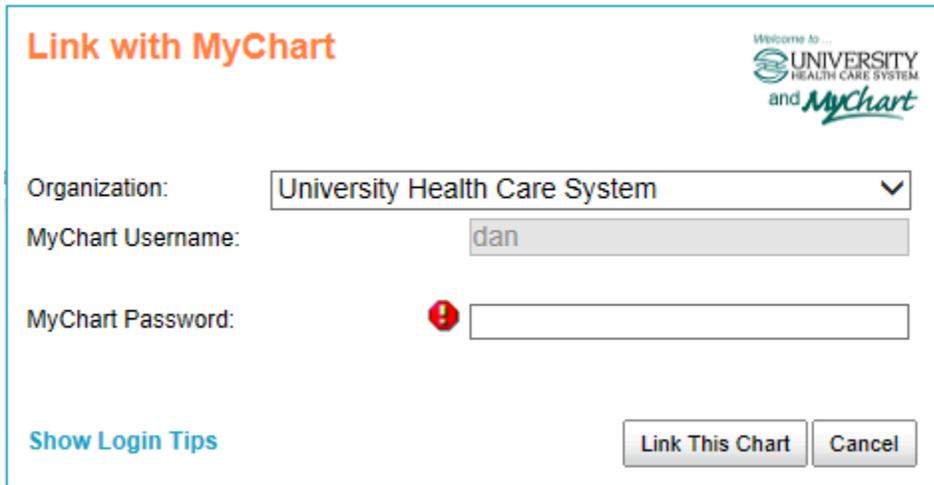
Link my University Health Care System MyChart Account with another healthcare facility's MyChart account

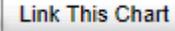
1. At this point, we have created your McChartCentral account. If you have another MyChart account and wish to link them, complete the next two steps. Note: Creating a MyChartCentral account, automatically creates a Lucy account. We will discuss how to access and use Lucy later in this user guide. The next two steps are to link your University Health Care System MyChart account with another healthcare facility's MyChart. For example, Memorial Hospital in Savannah, GA uses EPIC. A patient could receive care from both facilities, thus having two MyChart accounts.

2. While logged into your newly created MyChartCentral account, University Health Care System is defaulted as the organization to link to. Simply enter your MyChart password



and click

A screenshot of a web form titled "Link with MyChart" in orange text. The form is set against a white background with a light blue border. In the top right corner, it says "Welcome to ... UNIVERSITY HEALTH CARE SYSTEM and MyChart" with the organization's logo. The form contains three input fields: "Organization:" with a dropdown menu showing "University Health Care System" and a downward arrow; "MyChart Username:" with a text box containing "dan"; and "MyChart Password:" with a text box containing a red exclamation mark icon. At the bottom left is a blue link "Show Login Tips". At the bottom right are two buttons: "Link This Chart" and "Cancel".

3. To link another healthcare organization's MyChart account, click the  button. Click the drop down arrow to select another organization and click .



Link with MyChart

Memorial
HEALTH
Experience Excellence.

Organization: Memorial Health - TST

MyChart Username: danmann

MyChart Password: ●●●●●●●●●●

Show Login Tips

Link This Chart Cancel

Congratulations!!! You have created a MyChartCentral account and linked at least two separate MyChart accounts into one log in. To access both, simply log onto your University Health Care System MyChart and choose the Lucy and MyChartCentral link.

How do I Access Lucy

As mentioned earlier, creating a MyChartCentral account, automatically grants access to Lucy. Let's learn how to access Lucy, your portal to not only adding data to your Personal Health Record (PHR) and uploading documents but to share (if you select) with medical providers at University Health Care System and other MyChart facilities who use electronic medical records. Examples of Personal Health Record are allergies, medications, medical conditions and other important information about your health.

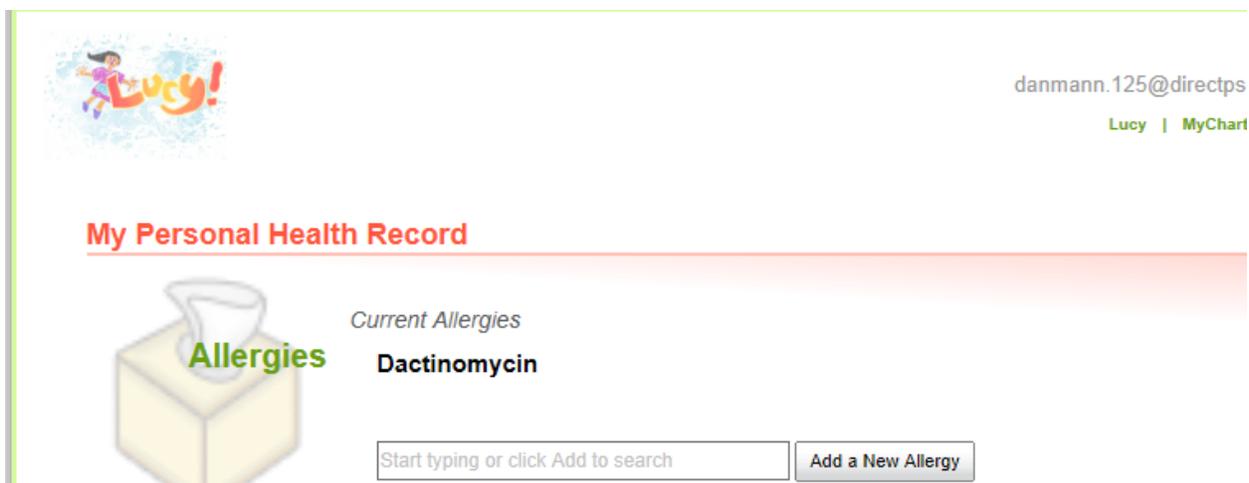
1. Log on to your University Health Care System MyChart account, i.e. www.uhmychart.org.
2. Click on "My Medical Record" and then "Lucy and MyChart Central":



3. Click on the Lucy link.



4. Presented are user friendly fields for you to add your allergies, medications, medical history etc.



- To add or upload a document from your personal computer, to store in your personal document library, click on the  button and follow the prompts.



My Medical Documents

Options ▶

Your medical document library is a place where you can keep summaries of your health that have been created by people who provide you with medical care. You can choose to let your other healthcare providers see these summaries so they can provide you with better and more complete care. [What can my healthcare providers see?](#)



You don't have anything in your library from University Health Care System.

[Get a Copy of My Chart](#)

[Add a Document From My Computer](#)



How to share my Lucy data with University Health Care System Providers and/or another facility

- Click on the [What can my healthcare providers see?](#) link, within the Personal Health Record or Document section.
- Click Share or Don't Share. Any Private Notes entered will NOT be shared.



My Personal Health Record

Options ▶

Lucy will help you to keep a personal health record that contains your allergies, medications, medical conditions, and other important information about your health. Data that you enter in your personal health record can be shared with clinicians who take care of you. [What can my healthcare providers see?](#)



If you choose to make data you've entered by hand available to clinicians who take care of you, they'll be able to see the information below. Your Private Notes will never be shared.

What organizations can request to see this document?

University Health Care System

Share

Don't Share



Personal Health Summary - Mann, Dan (58 y.o. male)

As of Feb. 01, 2016

Patient Demographics

| Patient Address | Communication | Language | Race / Ethnicity |
|---------------------------------------|---------------|---------------------|-------------------|
| 101 Broad Street Augusta, GA 30809 | Unknown | English (Preferred) | Unknown / Unknown |

Notification - from MyChart Central PSUP

Information Provided By Patient

This document consists of information that has been entered by the patient. It may not have been verified by a medical professional.

Allergies and Adverse Reactions

| Allergen | Date Noted | Severity | Reaction | Comments |
|--------------|------------|----------|----------|----------|
| Dactinomycin | | | | |

Medications

No information is known about this patient's current medications.

Medical Conditions

| Problem | Date Noted | Comments |
|--------------|------------|----------|
| Leg fracture | | |

Resolved Medical Conditions

This patient has no resolved medical conditions.

Immunizations

| Immunization | Dates | Comments |
|--------------|-------|----------|
| HPV | | |

Care Providers

| Provider | Location | Phone | Fax | Comments |
|-----------------------|------------|-------|-----|----------|
| Dr. Snow (Cardiology) | Millen, GA | | | |

Additionally, you have the option to print or download your Personal Health Record, by selecting the Options link:



When will my Care Givers see my Personal Health Record?

University Health Care System clinical staff can view your shared Personal Health Record and uploaded documents when you are seen by an ambulatory provider, if you are admitted to the hospital, receive care from our Prompt Care offices or seen in the Emergency Room.

Who should I call for immediate assistance?

For immediate assistance, please call University Health Care System MyChart Helpdesk. They are available 24/7 by calling 706-774-5800.

Frequently Asked Questions

1. Why isn't my health information the same at all of my healthcare organizations?

- ❖ The information that each of your healthcare organizations knows about you might be different, depending on the type of care they give you and when you were last seen. You can help keep everyone up to date by organizing your records in Lucy and sharing your information among all the different places where you receive care.

2. What if I don't have multiple MyChart accounts?

- ❖ Even if you have only one MyChart account, you can still use Lucy as your personal health record. MyChartCentral can provide access to your one MyChart account and Lucy with a single username and password.

3. Is my health information in MyChartCentral and Lucy secure?

- ❖ Yes. Like your MyChart account, MyChartCentral and Lucy are password-protected and delivered via an encrypted connection to keep your health information safe from unauthorized users.

4. What should I do if the information I see in MyChart or Lucy is wrong?

- ❖ If information in your UHMyChart account or Lucy is wrong, please contact the provider of service so it can be corrected. If information from another healthcare organization is wrong, contact that organization to make sure your information is corrected. After the

information looks right in MyChart, you can get an updated copy in Lucy by requesting your chart again.

5. How do I access MyChartCentral and Lucy?

- ❖ After signing up, you can access MyChartCentral and Lucy by going to www.mychartcentral.com or www.uhmychart.org. You can also access MyChartCentral by selecting My Linked Records from the menu in any of your MyChart accounts.

6. How can I get help if I have a question about MyChartCentral or Lucy?

- ❖ While you are in MyChartCentral or Lucy or from the MyChartCentral log in page, click the Request Help hyperlink at the bottom of the screen. After you submit the form, you will receive a response via e-mail within two business days.