Patients - Scheduling My COVID-19 Vaccination via MyChart

Johns Hopkins Medicine is starting to offer the COVID-19 vaccination to eligible patients and members of the community using guidelines provided by Maryland, Florida and Washington, D.C. health officials.

An eligible patient is anyone who has received care with a Johns Hopkins Medicine provider within the last two years.

**Vaccination is by appointment only.** We are unable to accept phone calls to schedule COVID-19 vaccinations at this time. Those who are eligible to receive the COVID-19 vaccine from Johns Hopkins Medicine will receive an email from MyChart or a phone call from Johns Hopkins Medicine when it is their time to schedule a COVID-19 vaccine appointment. The scheduling feature will automatically turn on in MyChart when a person receives the email to schedule a COVID-19 vaccine appointment.

1. Log into your MyChart account.
2. On the homepage, a message will appear to schedule an appointment. Click the **Schedule Now** button.
3. Select your preferred location(s). *(MyChart will only display locations where vaccinations are available based on your state of residence).*
4. Click **Continue**.
5. Select your preferred time.

6. After selecting your preferred time, MyChart will ask you to **verify your personal information**. It is important to have a valid telephone number on file. If needed, click **Edit** to add or update your phone number and/or other information.

7. Click **This Information Is Correct** to continue.

8. Continue through, confirming and/or adding other information as requested.
9. After confirming that everything is correct, click **Schedule** to make the appointment. *(If needed, click **Edit** to change the location or time.)*

![](image)

10. After scheduling the appointment, complete **eCheck-In**. 
11. During eCheck-In, the system will present the COVID-19 Vaccine Consent Form for electronic signature.

Take a look! – After scheduling and completing eCheck-In, your appointment displays on the MyChart home page.
Scheduling COVID-19 Vaccine Dose 2

After receiving the first COVID-19 vaccination you can schedule your second vaccination appointment.

1. Click **Schedule Now** to schedule in the same way you did for the first vaccination appointment with the following exceptions:

   - **Appointment Dates**
     - There is a period of time that must pass before receiving the second dose. MyChart will only offer “Start search on” dates that are clinically appropriate to schedule your next vaccination.

   - **Appointment Display and eCheck-In**
     - Your MyChart home page will show your appointment.
     - After viewing the message, your MyChart home page may appear empty.
Click Visits to view your upcoming appointment.

- Seven days before your appointment, you will receive a message that you are able to eCheck-In.
- Complete eCheck-In before your appointment.

Frequently Asked Questions

Q. How long after I am notified can I schedule a vaccination appointment?

A. Appointment times are available for 10 days. If you do not respond, you will be automatically eligible to be randomly selected to receive another appointment when the vaccine is available. No additional action is required on your part.

Q. If I am not ready to schedule at this time, where can I view the expiration date?

1. To view the expiration date go to MyChart and do the following:
   - Toward the upper left-hand corner, navigate to Your Menu.
   - Click Schedule an Appointment.
   - Appointments you need to schedule display. The Schedule before date is the expiration date for your vaccination. Once expired, it will not be available for scheduling from this view or from the home page.

Q. If I am not able to find an appointment date/time before my order is set to expire, what should I do?

A. If you are not able to find an appointment date/time, check your scheduling preferences. You can update or remove your preferences by doing the following:
- Towards the upper left-hand corner, go to Your Menu.

- In the Search field, type “Other Preferences” and then click Other Preferences.

- Within Set Preferences, you can uncheck boxes next to select weekdays and/or Remove preferred times. Remember to click Submit Changes to update your preferences.

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If after updating and/or removing your scheduling preferences, you are still not able to find an appointment date and time, contact the MyChart Help Desk at 1-855-389-6928.

**Q. Can I reschedule or cancel my vaccination appointment via MyChart?**

**A.** Yes. MyChart users can reschedule or cancel vaccination appointments in MyChart.

- If the appointment is within the next seven days, the appointment will appear on the MyChart Home page. Click View Details. Within Appointment Details, click the Reschedule Appointment or Cancel Appointment hyperlink.
If the appointment is more than seven days, the appointment appears on the Visits page. Within Appointments and Visits, click the Reschedule Appointment or Cancel Appointment hyperlink.

If you choose to Reschedule the Appointment, select a new date and time and then schedule.

If you choose to Cancel the Appointment, the system will prompt you to Confirm Cancellation. If you decide to reschedule, you will have to go back to the appointments you need to schedule section in MyChart.

Q. If I do not show up for my vaccination appointment, what happens?

A. If you do not show up for your vaccination appointment, the status of your appointment will change to No Show. The appointment will not reappear in MyChart for rescheduling. If you are not able to make your appointment, please reschedule or cancel your appointment in MyChart.