

MyChart provides you with online access to your health record. With MyChart, you can:

- **View all of your health information in one place.**
- **Quickly schedule appointments.** New Employee health screening and annual flu shot appointments
- **Complete required job related health questionnaires.**

NOTE: If you are already a patient at UAMS and have already set up a MyChart account, you will be able to view both your medical record and your employee health record using one login.

How Do I Access MyChart?

You can sign up for a MyChart account either on the MyChart website or the MyChart mobile app.

- On your computer, go to <http://uamshealth.com/mychart>
- On your mobile device, download the MyChart app. To download the MyChart app, search for MyChart in the app store, then look for **UAMS Health** in the participating health care organizations.

Download the MyChart Mobile App

If you want to sign up for MyChart on your cell phone or another mobile device, download the mobile app on your phone first.

1. On your mobile device, open the **Apple App Store** (if you have an iOS device) or the **Google Play Store** (if you have an Android device). Look for one of the following icons to find the app store on your device:



2. Search for **MyChart**. Look for the following logo to make sure you have the right app:
3. Tap **Install**.
4. After you've installed the app, tap **Open** or find the MyChart icon on your device and tap to open it.
5. Search **UAMS** for your primary healthcare organization from the list of organizations.
6. After you've found your healthcare organization, follow the steps below to sign up for an account.



Use Your Activation Code to Sign Up

1. From the MyChart login screen on the MyChart website or MyChart mobile app, select **Sign Up Now**.
2. Enter your activation code, that was sent to you in a separate email and the other personal verification items, such as the last four digits of your Social Security number and your date of birth. Select **Next**.

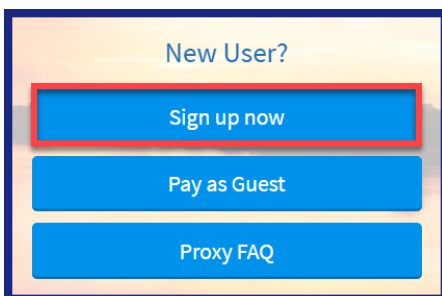
Note: if you did not receive an activation code follow the instructions to Request an Activation Code found in the next section.

3. On the next page, choose the following:
 - **MyChart username.** Choose something that others wouldn't be likely to guess but is easy for you to remember. It cannot be changed at any time.
 - **Password.** Choose a unique combination of numbers and letters, using both uppercase and lowercase letters. Your password must be different from your MyChart username. Choose a password that you don't use for other websites.
 - **Security question.** Choose a question you can use to verify your identity if you forget your MyChart password. The answer you enter cannot include your MyChart password.
4. Then, choose whether you want to receive a notification message in your personal email when there is new information available in your MyChart account. If you opt to receive email alerts, enter your email address.

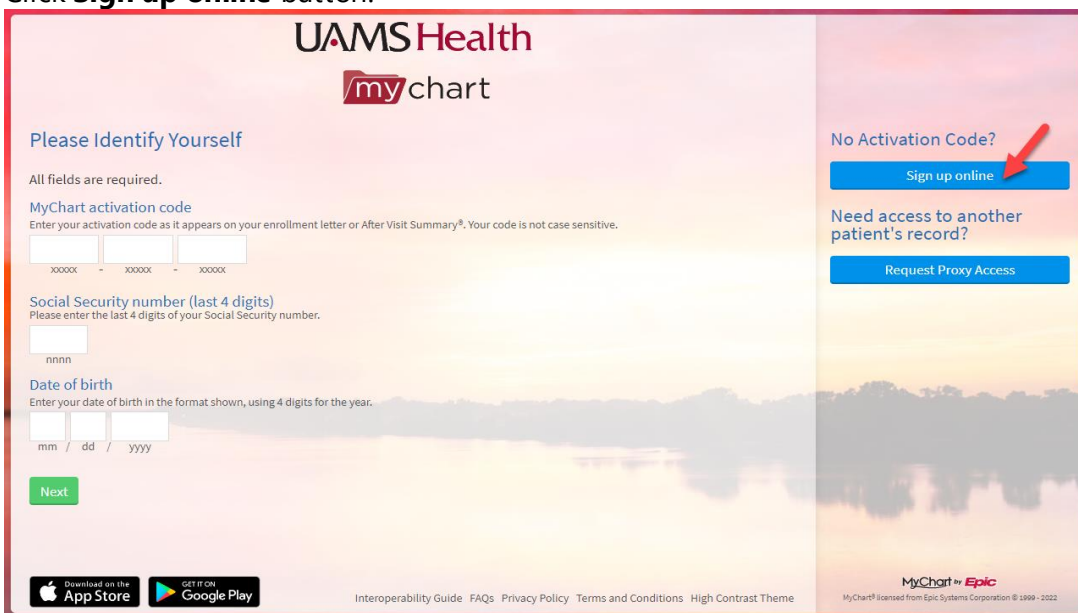
Request an Activation Code If You Don't Already Have One

If you don't have an activation code, you can request one online. To request an activation code online:

1. On the MyChart login screen on the MyChart website or mobile app, click **Sign Up Now**.



Click **Sign up online** button.



2. Fill in the required fields, click **I am not a Robot** in the CAPCHA box.

UAMS Health
mychart

Sign up for MyChart

Follow these steps to sign up for a MyChart account.

- Enter your personal information.
- Verify your identity.
- Choose a username and password.

If you have any questions, please contact us at 501-686-8555.

* Indicates a required field

Name

*First name: Middle name: *Last name:

Address

*Country:

*Street Address:

*City: *State: *ZIP:

County:

Other Information


*Date of birth:

* Legal Sex: Female Male Unknown

*Home phone: *Mobile phone:

*Email address: *Verify email address:

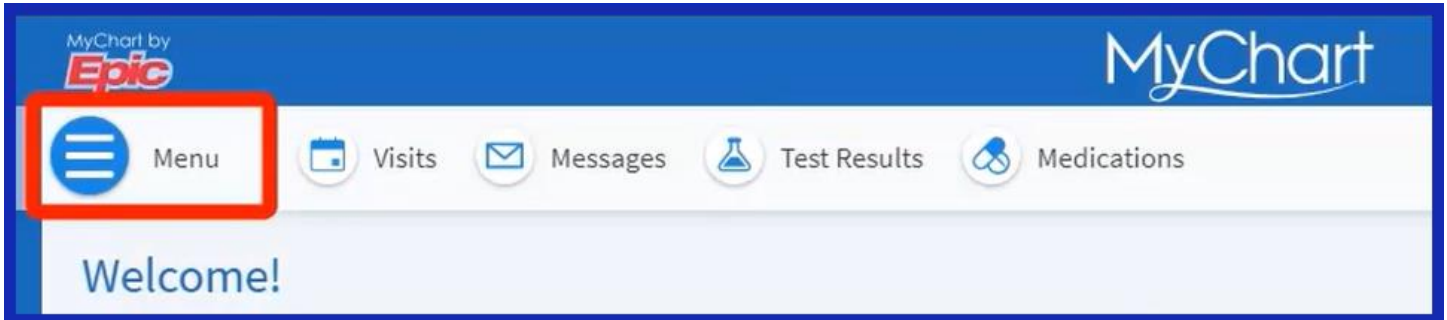
As a spam prevention measure, complete the CAPTCHA below.

I'm not a robot 

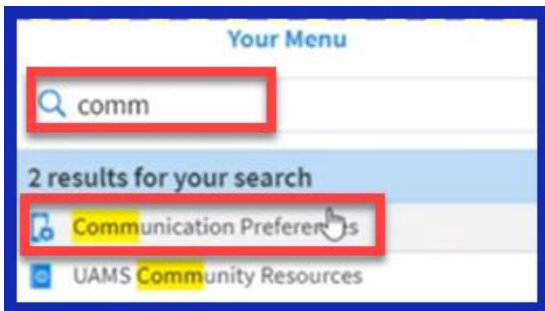
3. Then click the green **submit** button.
4. Verify your identity by clicking **Verify with a Third Party** to supply personal verification items, such as the last four digits of your Social Security number and your date of birth, and have an **activation code** sent to your email address or mobile phone.
5. Create your MyChart username and password; document your username and password in a safe place so that you can refer back to it should you forget.

Set up your preferred methods of communication within MyChart

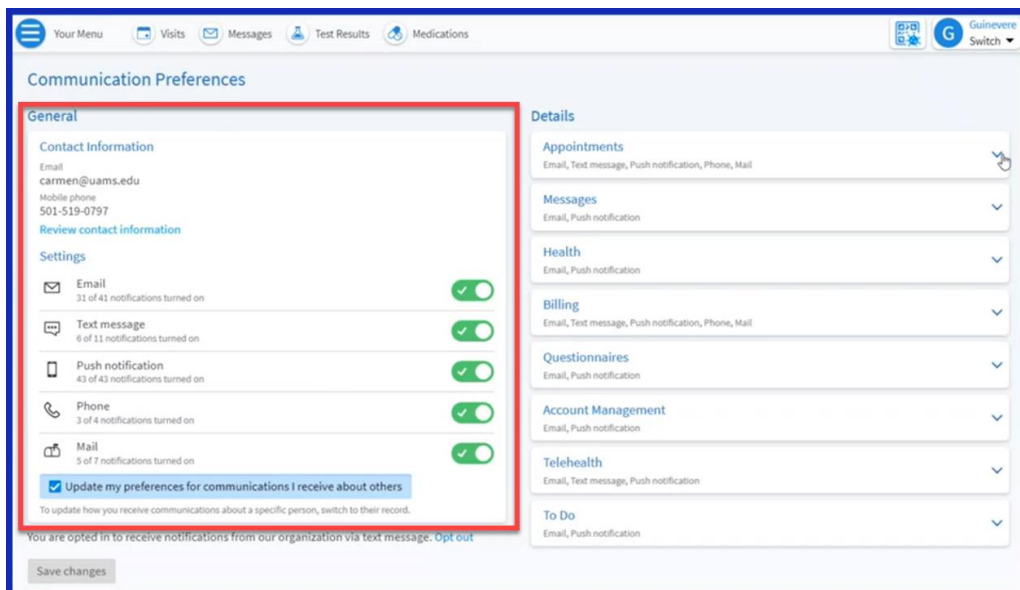
1. Log in to the [MyChart](#) and click on the **Menu icon** on the **home screen**.



2. Search **“Communication”** within the search field.

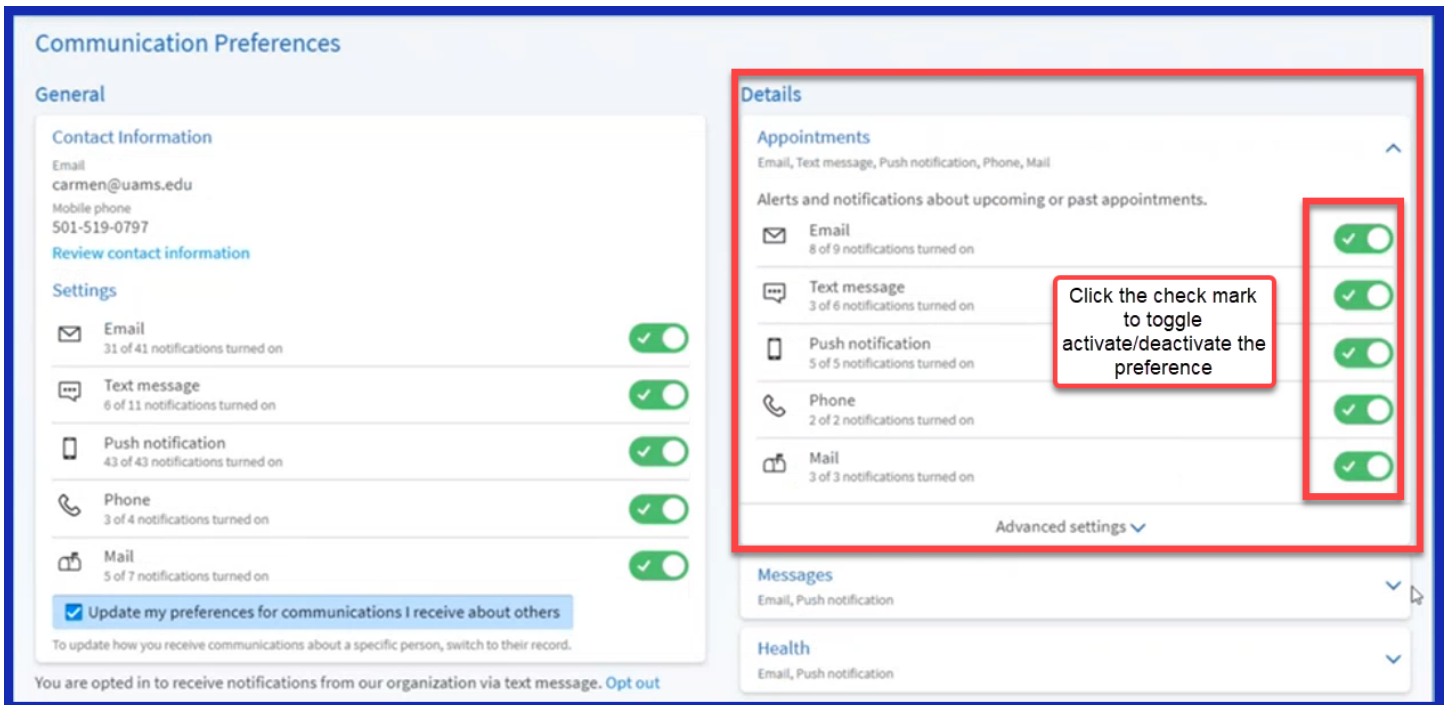


3. From the Communication Preferences Activity indicate how you want to receive notifications by selecting the appropriate choices in the general section.

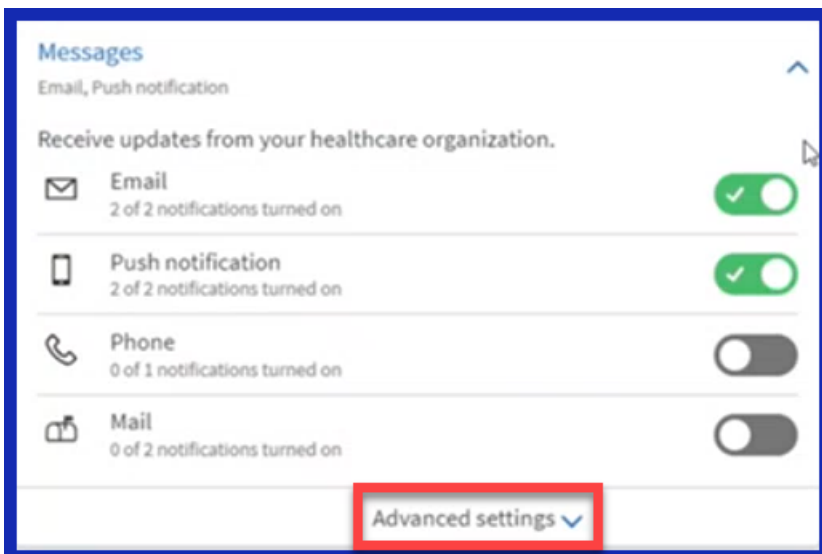


- In the Details section you can update each type of message to receive and customize the communication preferences accordingly. Expand each window to review each preference.

For example Appointments:



- For UAMS student and employees**, it is advised to activate bulk messages to ensure that all HR requirements are communicated effectively.
- Click on the Messages tile to expand the section. From here, go to advanced settings dropdown.



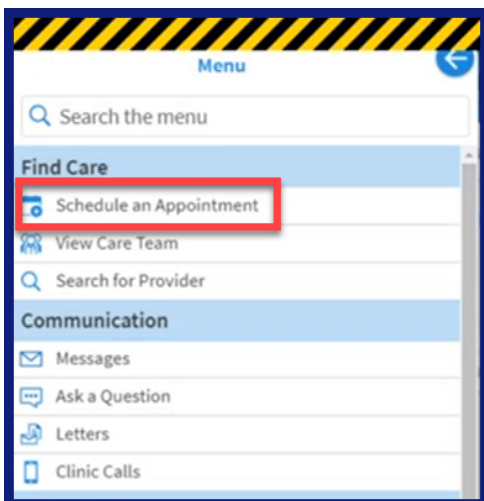
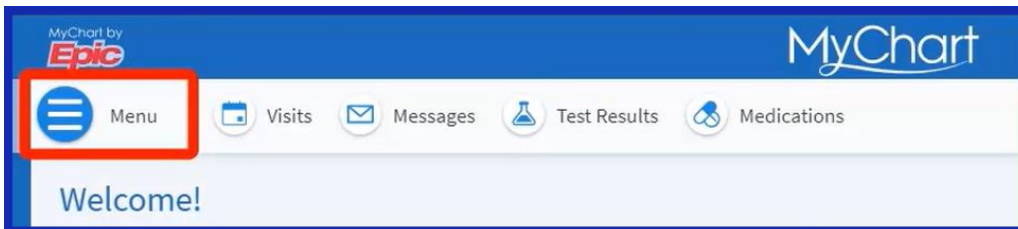
- Within bulk communication, activate this type of messaging by selecting the appropriate way you wish to receive bulk communication such as annual requirements.

Scheduling Appointments from MyChart

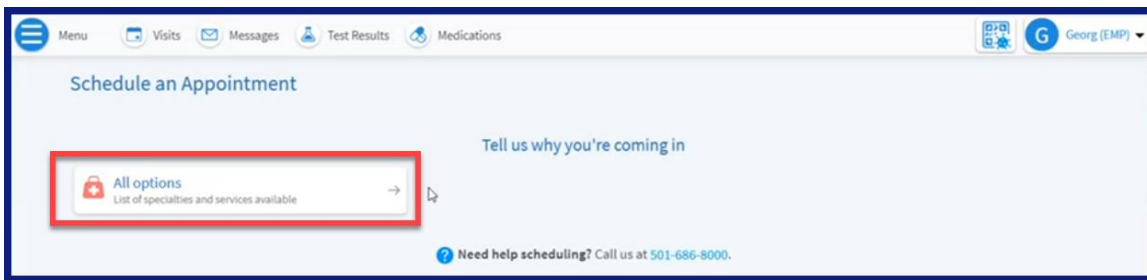
1. Login to your MyChart account.



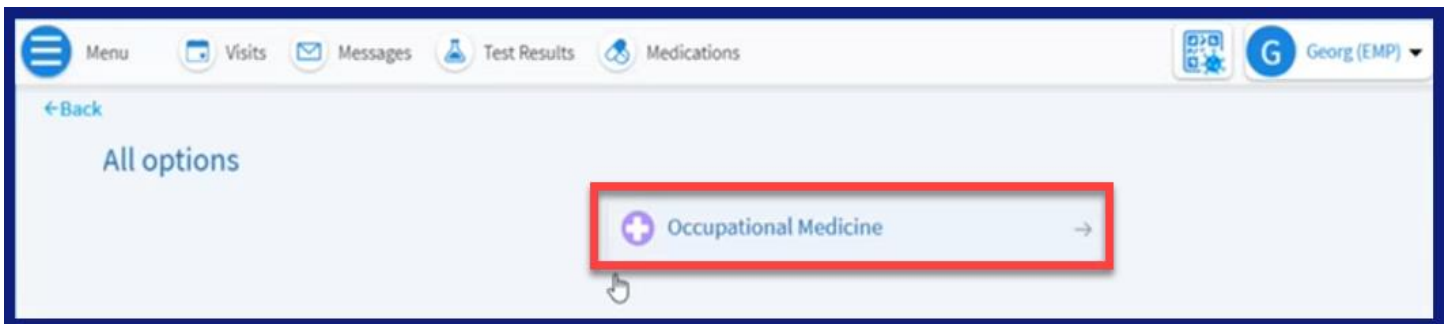
2. This action will take you to your MyChart home page.
NOTE: If the employee is already a patient at UAMS, they will now see all the information on their home page that is related to both their SEHS activities as well as their medical care received at UAMS.
3. Schedule your required New Employee appointment by clicking on **Menu** and selecting **Schedule an Appointment**.



4. Select **All Options**

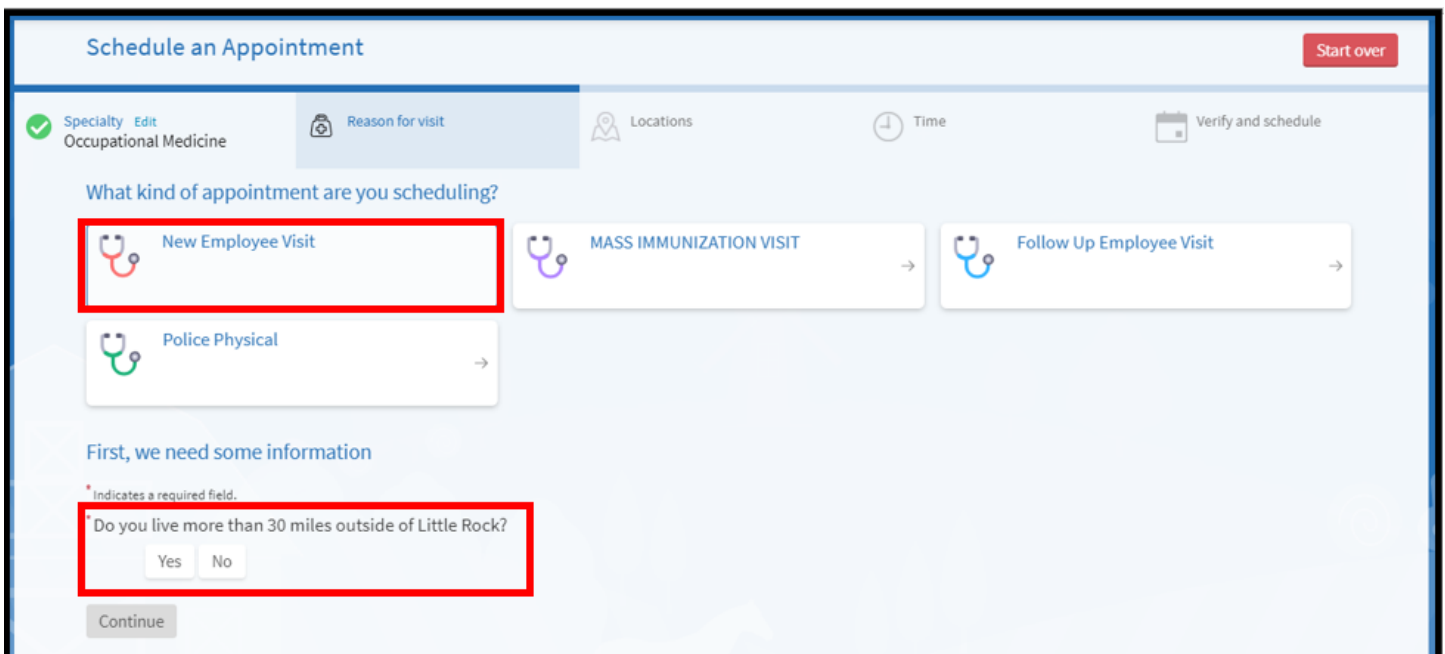


5. Click **Occupational Medicine**



6. Select the appointment type: **New Employee Visit – Occupational Medicine**

- All employees (both Main Campus and Regional Programs) will have access to schedule the New Employee Visit.
- (You will select the Mass Immunization Visit type to schedule your annual flu shot)



7. Answer the question: "Do you live more than 30 miles outside of Little Rock? [yes or no].
 - If **no**, the appointment that is scheduled will be an in person visit at SEHS clinic on the main campus.
 - If **yes**, the appointment that is scheduled will be a telephone visit. The staff at **Student Employee Health** will contact the employee at the scheduled appointment time and will instruct the new employee on next steps such as labs that may need to be drawn.
8. Click **Continue**.
9. Select a date and time for your appointment.

NOTE: Remember this visit must be completed before your scheduled hire date.

Schedule an Appointment Start over

Specialty [Edit](#)
 Occupational Medicine

Reason for visit [Edit](#)
 New Employee Visit

Locations [Edit](#)
 UAMS Student and Employee Health

Time Verify and schedule

Select a time for your New Employee Visit appointment

Wednesday July 10, 2024
SEHS NEW EMPLOYEE RESOURCE

UAMS Student and Employee Health
4301 W. Markham St Little Rock AR 72205

3:00 PM 3:30 PM

Thursday July 11, 2024
SEHS NEW EMPLOYEE RESOURCE

UAMS Student and Employee Health
4301 W. Markham St Little Rock AR 72205

8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM
1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM
3:30 PM				

Friday July 12, 2024
SEHS NEW EMPLOYEE RESOURCE

UAMS Student and Employee Health
4301 W. Markham St Little Rock AR 72205

8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:00 AM
10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM

Search Criteria

*Start search on: 07/10/2024 Clear

Refine Search Clear

Times:

All available times

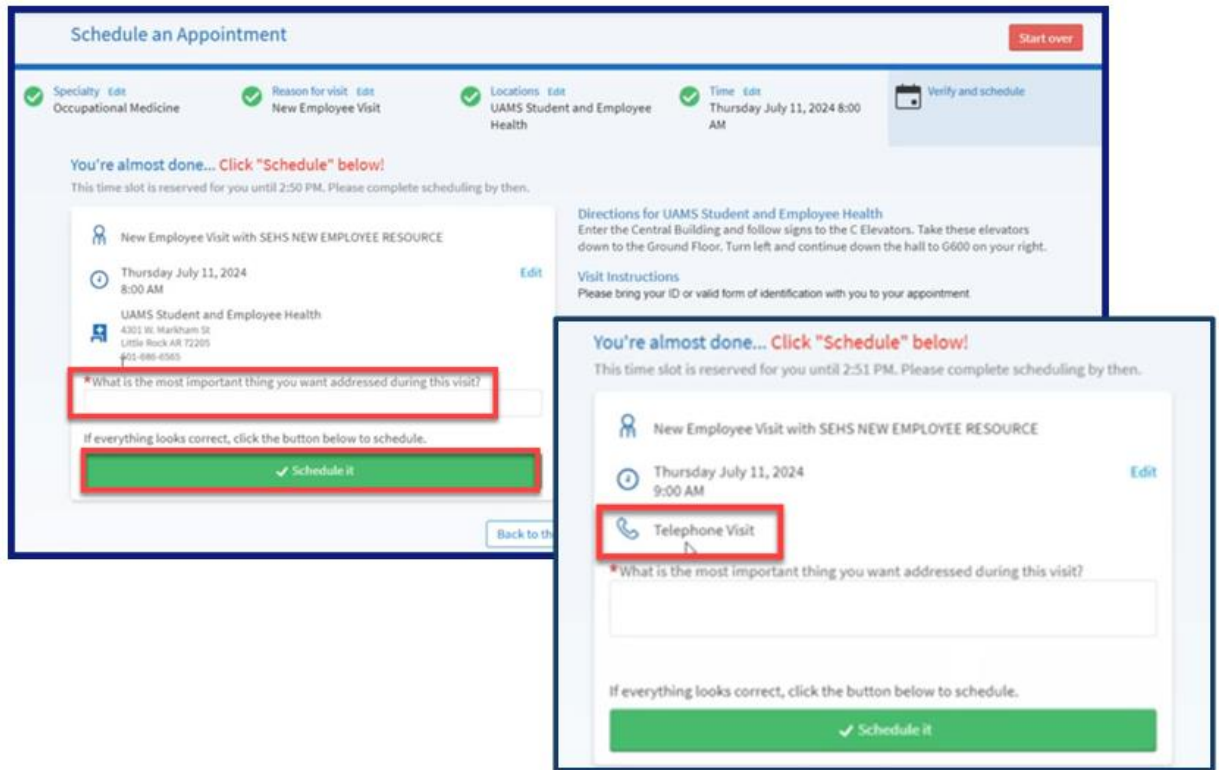
Filter times

In Background the system will Apply an in person visit for those employees who are not Regional Programs

Users can filter times to pull in appointment times that are available.

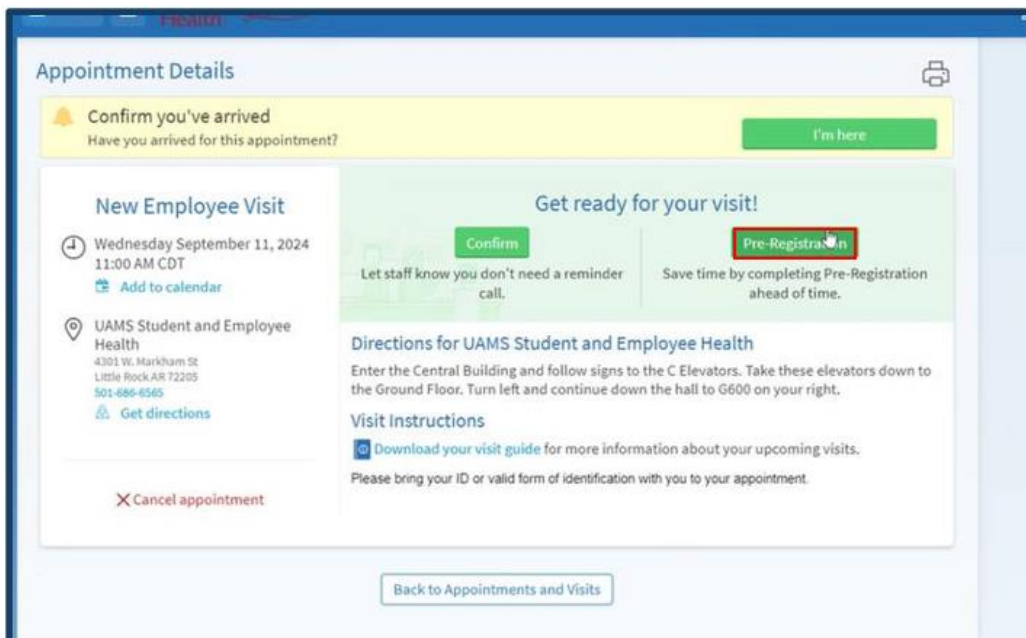
10. Click **Schedule it** to complete the scheduling process.

NOTE: If you indicated you live more than 30 miles outside of Little Rock, your appointment will indicate this is a telephone visit.



Uploading Immunization Records and Completing the New Employee Medical Screening Questionnaire

1. After scheduling the appointment, click on the **Pre-Registration** button.

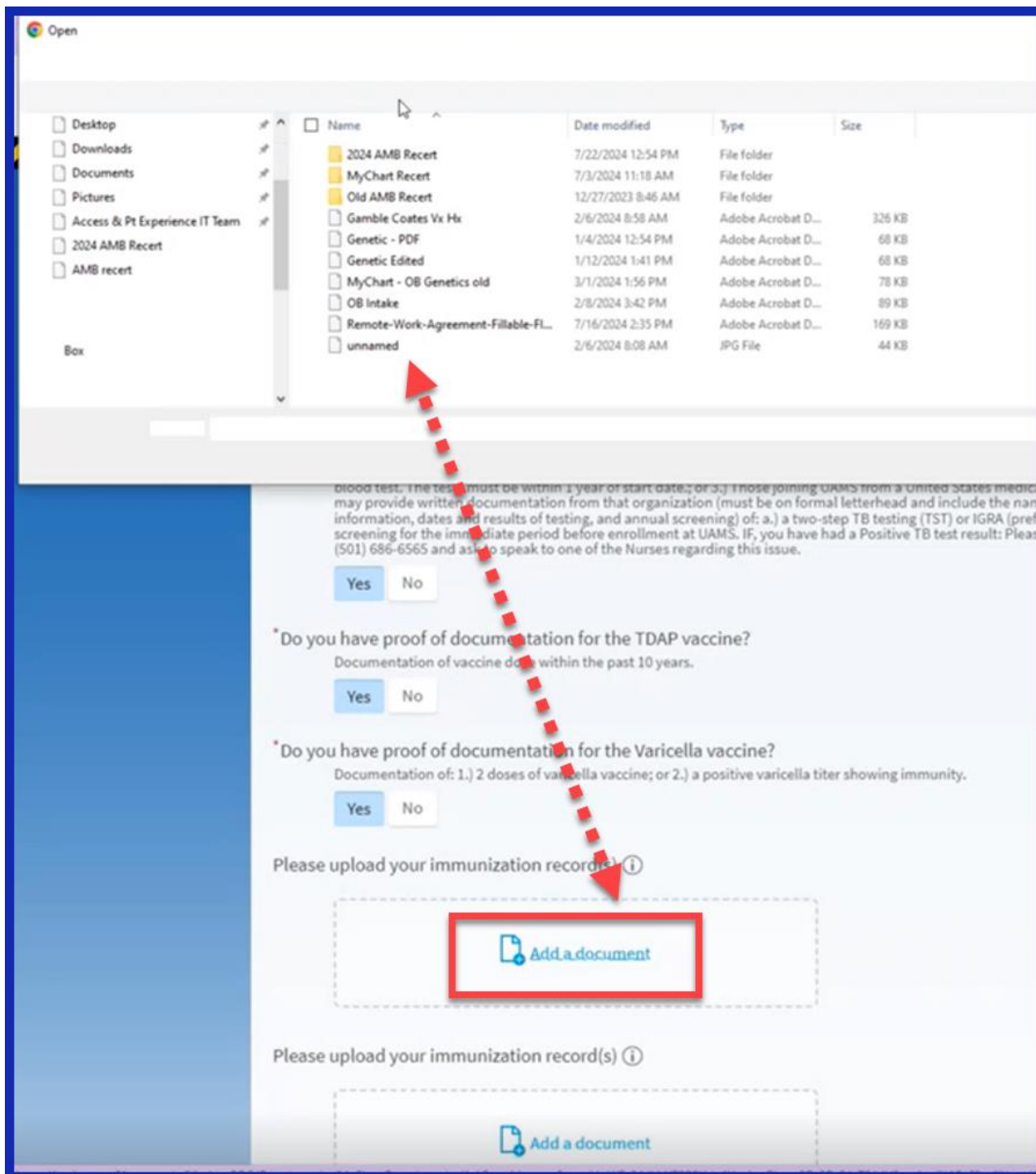


2. Answer all of the New Employee Medical Screening questions.

The screenshot shows the MyChart interface for a 'Pre-Registration' questionnaire. The header includes 'UAMS Health MyChart' and 'MyChart by Epic'. The main heading is 'New Employee Medical Screening' for an appointment on 9/11/2024. The questionnaire consists of several questions, each with 'Yes' and 'No' radio button options. The questions are:

- * Indicates a required field.
- * Will you be exposed to loud equipment or working in an area that requires hearing protection?
 Yes No
- * Will you now work in areas where animals are utilized or handle animals/animal samples?
 Yes No
- * Will you be exposed to airborne diseases requiring the use of an N95/PAPR/CAPR respirator?
 Yes No
- * Do you have any allergies?
 Yes No
- * Do you use tobacco?
 Yes No
- * Does your position involve contact with blood/body fluids?
 Yes No
- * Does your position involve exposure to Neisseria Meningitides?
 Yes No
- * Have you been given BCG in the past?


3. When prompted upload proof of immunizations.



4. **Submit** the questionnaire. Your responses will be reviewed by the SEHS nurse and addressed at your appointment.

Congratulations, you're all signed up!

NOTE: To return to the questionnaire for whatever reason, it can be found by searching **Questionnaires** under the **menu**. It will be listed under upcoming appointment. This questionnaire will not be available unless you have scheduled the NEMS apt.

Questionnaires 

For an upcoming appointment



New Employee Medical Screening
In Progress *Last edited just now* Due 9/11/2024 →

Optional Questionnaires

Annual Medical Screening for Students and Employees only →
Annual Medical Screening
Last submitted 8/23/2024 at 2:12 PM →

Student Pre-Enrollment Immunization Information →
Immunizations

Review UAMS Terms and Conditions and Frequently Asked Questions by scrolling to the bottom of the page

[Interoperability Guide](#) [FAQs](#) [Privacy Policy](#) [Terms and Conditions](#) [High Contrast Theme](#)

MyChart by **Epic**

Technical Issues?

Contact technical support at 501-686-8555.