



# Are you signed up with MyChart?

All you need is internet or a smart phone

## What is MyChart?

MyChart offers patients a secure on-line access to their medical records. It allows you to securely help manage and receive information about your health.

## With MyChart, you can use the internet to:

- View test results
- Request medication refills
- Communicate electronically & securely with you medical care team
- Request an appointment
- View your health summary
- Access trusted health information resources

## How can you get signed up?

1. Contact us at 541-763-2725 to get your OCHIN MyChart Access Code
2. In your Internet browser, go to <https://mychart.ochin.org>.
3. Click on the **Sign Up Now** link in the New User? Box.
4. Enter your OCHIN MyChart access code. You will not need to use this code after you have completed the sign-up process. If you do not sign up within 60 days from the date your access code was given, you must request a new code.
5. Enter the last four digits of your Social Security Number and Date of birth (mm/dd/yyyy) as indicated and click **Next**. You will be taken to the next sign-up page.
6. Create an OCHIN MyChart ID. This will be your login ID and cannot be changed, so think of one that is secure and easy to remember.
7. Create a password. You can change your password at any time.
8. Enter your Password Reset Question and Answer and click **Next**. This can be used at a later time if you forget your password.
9. Enter your e-mail address. You will receive e-mail notification when new information is available in Ochin MyChart.
10. Click **Sign In**. You can now see your medical record.

## URGENT MEDICAL MATTERS

**Please do not use MyChart to send any messages requiring urgent attention. For medical matters, contact your provider's office. For life threatening emergency, please call 911 for immediate assistance.**

# PRESCRIPTION REFILL

## 48 HOUR NOTICE

- We make every attempt to process a request for a routine prescription refill within 2 regular office days.
- Prescription requests received on Friday may not be processed until Tuesday.
- We request that you ask your pharmacy to contact us for routine refill requests.
- Do not wait until you are completely out of medication before calling to request a refill.
- Your prescription request may be delayed if it requires your physician's approval. Examples of these are: Pain medication, "nerve" medication, antidepressants, antibiotics, cough medication containing codeine, and steroids such as Prednisone.
- If you have not had a routine appointment for a long time, you may be asked to schedule an appointment and be seen by a provider before any refills will be given.
- Absolutely no refills will be authorized if it has been more than one year since your last office visit.