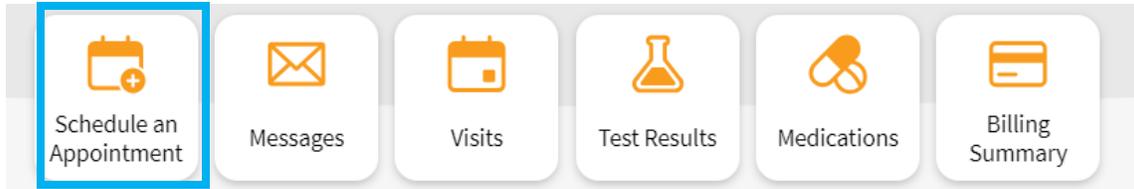


How to Schedule a Know Your Numbers visit with a Prisma Health Health Coach

- 1) Log into your Prisma Health MyChart via your mobile app or website [HERE](#). If you do not have a MyChart account, select "Sign Up Online" to create a new account or call 864.455.2455.
- 2) Select "Schedule an appointment".

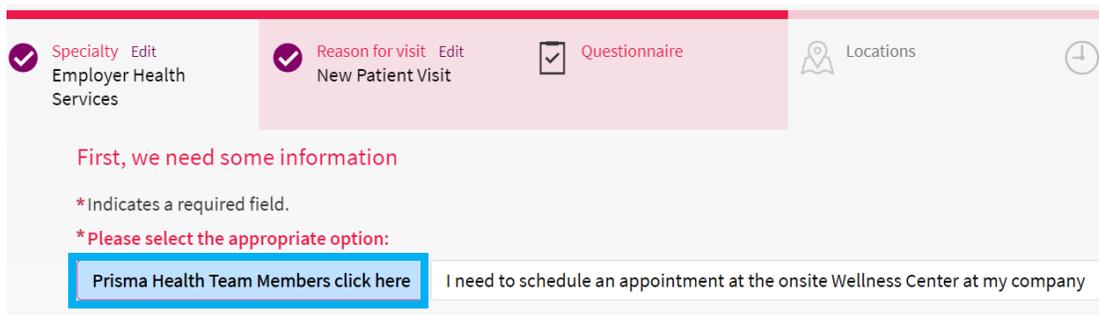


- 3) Select "All Options" > "Employer Health Services".

All options



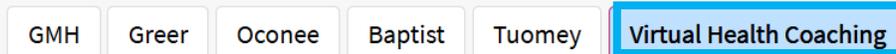
- 4) Select "New Patient Visit" > "Prisma Health Team Member".



- 5) Select a "Virtual Health Coaching".

First, we need some information

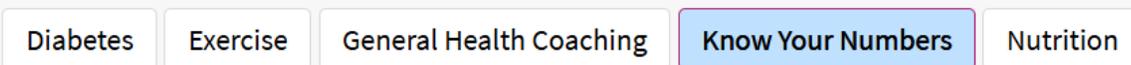
Please select the TMCC where you would like to be seen or to schedule with a health coach, select "Virtual Health Coaching."



- 6)
- 7) Please select "Know Your Numbers" as the reason for scheduling

First, we need some information

Please select health interest:



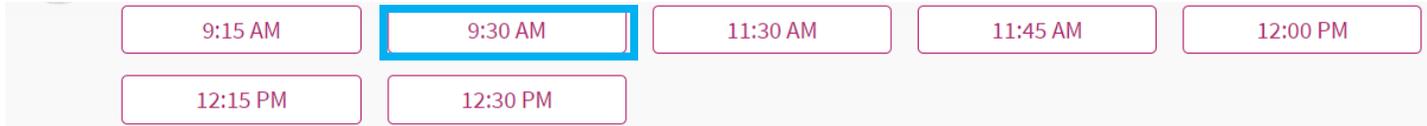
- 8) Choose if you prefer your health coaching to take place via telephone or video visit.

Select a time for your Phone Coaching Session appointment



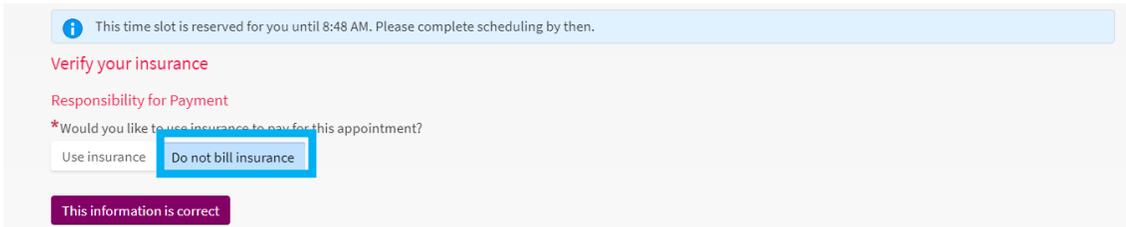
Please provide the best number to reach you in the reason for visit field. Thank you!

9) Choose the provider and available date/time for your health coaching session.



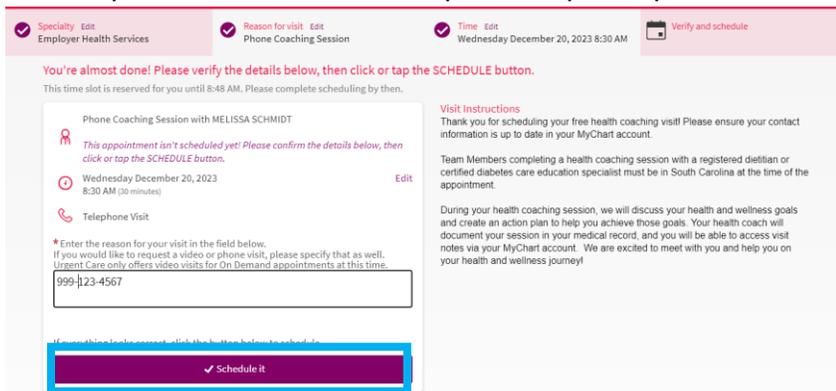
A screenshot showing a grid of appointment time slots. The slots are: 9:15 AM, 9:30 AM (highlighted with a blue border), 11:30 AM, 11:45 AM, 12:00 PM, 12:15 PM, and 12:30 PM.

10) Select “Do not bill insurance”. Regardless of your insurance coverage, this health coaching session is free of charge.



A screenshot of the insurance verification step. It includes a blue information bar at the top stating: "This time slot is reserved for you until 8:48 AM. Please complete scheduling by then." Below this, the text "Verify your insurance" is followed by "Responsibility for Payment". A question asks: "*Would you like to use insurance to pay for this appointment?". There are two radio buttons: "Use insurance" and "Do not bill insurance" (which is selected and highlighted with a blue border). A purple confirmation bar at the bottom says "This information is correct".

11) If completing your visit via telephone option, then enter the phone number you wish for the health coach to contact you in the comments. They will call you at your scheduled appointment time. Choose “Schedule it”.



A screenshot of the final scheduling confirmation screen. At the top, there are four tabs: "Specialty" (Employer Health Services), "Reason for visit" (Phone Coaching Session), "Time" (Wednesday December 20, 2023 8:30 AM), and "Verify and schedule". A message says: "You're almost done! Please verify the details below, then click or tap the SCHEDULE button." Below this, it states: "This time slot is reserved for you until 8:48 AM. Please complete scheduling by then." The main content area shows appointment details: "Phone Coaching Session with MELISSA SCHMIDT", "This appointment isn't scheduled yet! Please confirm the details below, then click or tap the SCHEDULE button.", "Wednesday December 20, 2023 8:30 AM (30 minutes)", and "Telephone Visit". A text input field contains the phone number "999-123-4567". To the right, "Visit Instructions" are provided. At the bottom, a purple "Schedule it" button is highlighted with a blue border.

12) Your coaching session has been scheduled! We look forward to meeting with you and helping you on your health and wellness journey. If your schedule changes and you need to cancel your visit, then please do so by selecting “Cancel appointment”.

Trouble Scheduling? Please email TeamMemberWellness@prismahealth.org for assistance.