PRISMA HEALTH

## How to schedule your Furman University group biometric screening visit

You must have an active Prisma Health MyChart account to schedule your screening visit. If you do not, please visit mychart.prismahealth.org *to sign up.*

1. Click Here or scan QR code to access available appointments for the **Furman University** group screening.

2. Choose an available appointment time and date from the options displayed on the screen.

3. Select "I'm not a robot."

4. Enter a comment in the box on the left. Enter "n/a" as the reason for your visit unless there are any special instructions pertaining to your visit or lab draw. Please note, all group screening visits will take place in person with no virtual option. Then click on the purple box that says: "Log in and schedule." **Do not click "Schedule as guest" option.**

5. Log in to your Prisma Health MyChart account.

6. Once logged in, you will see a confirmation page as your appointment has been scheduled. ==Please be sure to confirm your screening location via the provided health screening flyer.==

7. Now that you are scheduled, you have access to and may complete your Health Risk Assessment Questionnaire:
   - You may either click the *Health Assessment* hyperlink in your appointment confirmation (image below) *OR*
   - Go to the Main Menu button, scroll down under the heading "My Record," and choose *Questionnaires*.
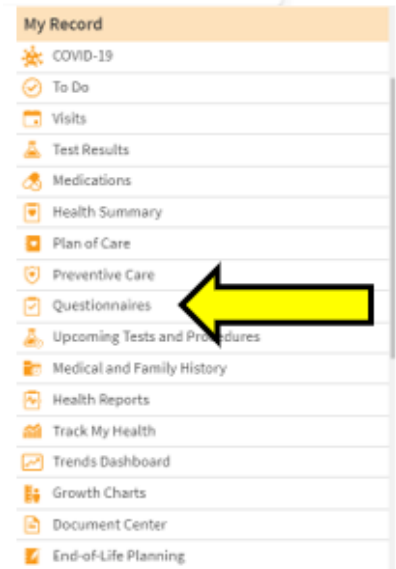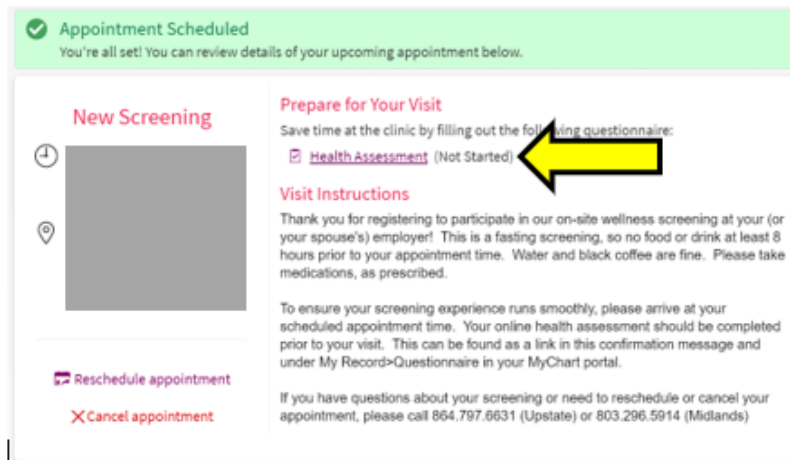
8. Choose the *Health Assessment* for your upcoming appointment. Note: You may have other questionnaires available to you, but this Health Assessment is the only one specific to your biometric health screening visit.

9. Choose *Furman University* from the list of employers and indicate if you are an employee or spouse for this offering. Choose *continue*, and then proceed by answering each question. Once all questions have been answered, you will have a final opportunity to review your answers and make changes. Once you hit *submit*, responses cannot be edited. Your completion of the Health Assessment will automatically be recorded.