1) Before Testing: Scheduling

1. Use the following URL:
   [http://muschealth.org/covid-testing-cofc](http://muschealth.org/covid-testing-cofc)

   1. Scan QR with mobile device or complete on desktop to schedule your appointment

2. Choose your testing date and time.
3. **Verify appointment date and locate are correct.**

   Is this correct?
   
   COLLEGE OF CHARLESTON
   
   🔄 Friday January 8, 2021
   Starts at 10:00 AM
   
   📍 Back 2 Business Testing Location

   * Maximum 250 characters
   
   If you have scheduled with one of our specialists, please have your or your child’s relevant medical records/information faxed to 843-792-9132 prior to your appointment.

   SCHEDULE IT!
   
   BACK

4. **Indicate COVID Test**

   COLLEGE OF CHARLESTON
   
   🔄 Friday January 8, 2021
   Starts at 10:00 AM
   
   📍 Back 2 Business Testing Location

   COVID Test

   Reason for visit is required.
   
   Maximum 90 characters
   
   If you have scheduled with one of our specialists, please have your or your child’s relevant medical records/information faxed to 843-792-9132 prior to your appointment.
5. **Do you have a MyChart?** If so, Login and schedule. If not, continue as Guest

   - **Have a MyChart account?**
     Use your MyChart credentials to schedule an appointment for yourself or someone you have access to.
     
     ![Login Button]

   - **Continue as a Guest**
     Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.
     
     ![Continue Button]

6. MyChart users will receive this confirmation when they schedule.

   ![Appointment Scheduled]

7. If you continue as a guest, you will be asked to complete the following information…

   | Patient Information *Indicates a required field. | Please call the MUSC Health Patient Access Center at 843-792-1414 for assistance with scheduling your appointment if any of the following apply:
   |
   | First Name | - You are uninsured / self-pay
   | Middle Name | - You have Medicaid, but live outside the Tri-county area or outside South Carolina.
   | Last Name | MUSC Health accepts insurance from a variety of health plans. Please check with your health plan to confirm that our clinics and hospitals are included. Our providers and hospitals may participate in some, but not all, products offered by a health plan. Coverage limitations are dependent on individual group contracts. For questions about insurance coverage, please contact your insurance carrier directly.
   |
   | Date of Birth | *Indicates a required field.
   | Social Security number (Last 4 Digits) | Insurance
   | Address | Subscriber Name
   | City | Subscriber ID
   | State | Group Number
   | ZIP Code | Mobile Phone
   | County | Home Phone
   | Country | Email
   | Email | Legal Sex
   | Home Phone | Female      Male    Unknown
   | Mobile Phone |
Once you verify, your appointment will be scheduled.

2) Before Testing: PreCheck-In

1. After your appointment is scheduled, you will see the following. Click PRECHECK-IN.

   Get ready for your visit!

   Save time by completing PreCheck-In ahead of time.

2. Enter or confirm your demographic and insurance information by clicking through the PreCheck-In screens.

3. Sign the consent and authorization to disclose results

   Please review and address the following documents.

   MyChart Physician Office Consent
   Auth to Disclose COVID-19 Test Results E-Sig
   REVIEW AND SIGN
   REVIEW AND SIGN
4. Once complete, you will see:

![PreCheck-In Complete](image)

5. Please be sure to bring your smartphone/mobile device, MyChart Login information, driver’s license, and College of Charleston ID with you to the testing site on the scheduled testing date.

6. You must check in at the testing site **before your scheduled testing time**. Contactless check in (“I’m Here”) is available 30 minutes before your scheduled testing time.

7. Additional instructions will be provided onsite.