

Scheduling your COVID-19 vaccine

updated 12/18/2020

NYC H+H employees will use Self-Scheduling online to book their initial COVID-19 vaccine visit.

Your second COVID-19 vaccine appointment will be scheduled in person during your first vaccine visit.



Scheduling instructions

1. Access the [COVID-19 Vaccination Scheduler](#) web page. **You must be on the NYC H+H network to launch this website.**
2. You will be prompted to answer a series of questions to determine your eligibility for the vaccine. Below is a sample of some of the questions you will be asked to answer.

Welcome to the COVID-19 Vaccination Scheduler

To proceed with scheduling your COVID-19 vaccination, please answer the following questions

<p>1 I have received another vaccine within the last 14 days.</p> <p style="text-align: center;"> <input type="radio"/> Yes <input type="radio"/> No </p>	<p>2 I am currently acutely ill from known SARS-CoV-2 infection.</p> <p style="text-align: center;"> <input type="radio"/> Yes <input type="radio"/> No </p>
<p>3 In the past 90 days I have received monoclonal antibodies or convalescent plasma as part of COVID-19 treatment.</p> <p style="text-align: center;"> <input type="radio"/> Yes <input type="radio"/> No </p>	<p>4 In the past I have had an anaphylactic reaction to a vaccine or injectable therapy (intramuscular, intravenous, or subcutaneous).</p> <p style="text-align: center;"> <input type="radio"/> Yes <input type="radio"/> No </p>

3. Based on your answers, and if you are deemed eligible for vaccination, you will be asked to confirm that you truthfully answered all the questions on the web page.

To proceed with scheduling your COVID-19 vaccination, please complete below

(Click the check-box and enter your first and last name)

I promise that the information provided above about my eligibility for vaccination is accurate.*

Your ID will be checked at the appointment check-in.

4. Click "All" under the **Address** filter to UNCHECK ALL and select the hospital where you work. You can also filter by date/time. Select an appointment slot to continue scheduling.
5. Confirm your appointment details and click **SCHEDULE IT!** to continue.

Start search on	Day / Time	Address
<input type="text" value="12/19/2020"/>	<input type="button" value="All"/>	<input type="button" value="All"/>

Lincoln OHS Covid Vaccine Clinic
234 East 149th Street Bronx NY 10451

[more...](#)

Is this correct?

<p> Tuesday December 22, 2020 Starts at 10:15 AM (15 minutes)</p>	<p> CI OHS Covid Vaccine Clinic 2901 Ocean Parkway Brooklyn NY 11235 844-692-4692</p>
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6. Next, you'll be prompted to enter your personal information.
 - a. If you have a [NYC H+H MyChart](#) account, use your username/password to securely schedule your appointment.
 - b. If you do not have a NYC H+H MyChart account, continue as a guest and fill out the demographic fields entirely.

<p>Have a MyChart account?</p> <p>Use your MyChart credentials to schedule this appointment for yourself or someone you have access to.</p> <p style="text-align: center;">LOG IN</p>	<p>Continue as a Guest</p> <p>Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.</p> <p style="text-align: center;">BACK CONTINUE</p>
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7. After entering/reviewing your personal information, scroll down and accept. Your appointment is now scheduled! You will receive an Appointment Confirmation email after your appointment is scheduled. **If you do not have a MyChart account, follow the instructions in the email to signup!**



FAQs

- **When will I receive my 2nd vaccination injection?**
 - You will schedule your second visit during your first appointment, right when you arrive. Your second visit should be scheduled between 17-21 days **after** your first.
- **What should I bring to my appointment?**
 - Your picture ID and your Employee ID/TKID #.
 - How do I find my Employee ID/TKID #?
 1. Check your **H+H ID badge** for your 9 digit number.
 2. **[Hospital Employees]** Log into your [Employee Self Service](#) account. Click **Personal Details > Additional Information >** write down your **Employee ID #**, to bring to your appointment.
 3. **[Affiliate Employees]** Log into your [Employee Self Service](#) account. Click the **NavBar** icon > **Navigator > Self Service > Personal Information > Personal Information Summary >** scroll down to the **Employee Information** section and write down your **Employee ID #**, to bring to your appointment.
- **I booked my 1st appointment online, but I need to reschedule. How can I do that?**
 - Login to your [NYC H+H MyChart](#) account, open the appointment details and click **Cancel Appointment**. You may only cancel online up until 12 hours before your appointment.

The screenshot shows the 'Appointment Details' page. At the top, it says 'Appointment Scheduled' with a green checkmark and the message 'You're all set! You can review details of your upcoming appointment below.' Below this, there are two main sections: 'Vaccine Imm/Inj' and 'Get ready for your visit!'. The 'Vaccine Imm/Inj' section shows the appointment date as 'Monday December 21, 2020 9:00 AM EST (15 minutes)' and the location as 'EY OHS Covid Vaccine Clinic'. The 'Get ready for your visit!' section has buttons for 'CONFIRM' and 'PREPARE FOR YOUR VISIT'. Below these buttons, there is a checkbox for 'Medicare Secondary Payer Questionnaire (Not Started)'. At the bottom left, a red box highlights the 'Cancel Appointment' button.

- To schedule a new appointment, **open a new internet browser**, launch the [COVID-19 Vaccination Scheduler](#) web and follow the steps above.
- If you do not have a MyChart account, you'll need to contact the call center and have a call center agent cancel your appointment in Epic. This **needs** to be done before you can go online and schedule a new appointment.
- If you need help canceling or rescheduling an appointment, contact the Call Center at 646-614-4001.
- If you need technical assistance, contact the ESD at 1-877-934-8442 or EnterpriseServiceDesk@nychhc.org.

