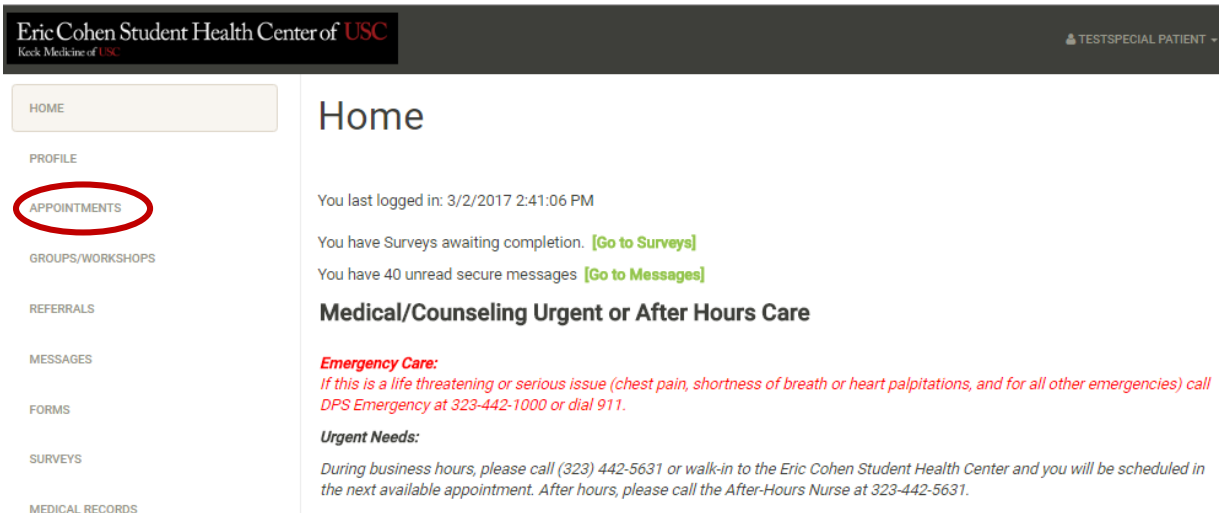


# MySHR GUIDE

**DATE:** 03/06/2017

**TITLE:** MAKE AN APPOINTMENT

1. Log in to MySHR using your USCNet ID and click on *appointments*



Eric Cohen Student Health Center of USC  
Keck Medicine of USC

TESTSPECIAL PATIENT

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## Home

You last logged in: 3/2/2017 2:41:06 PM

You have Surveys awaiting completion. [\[Go to Surveys\]](#)

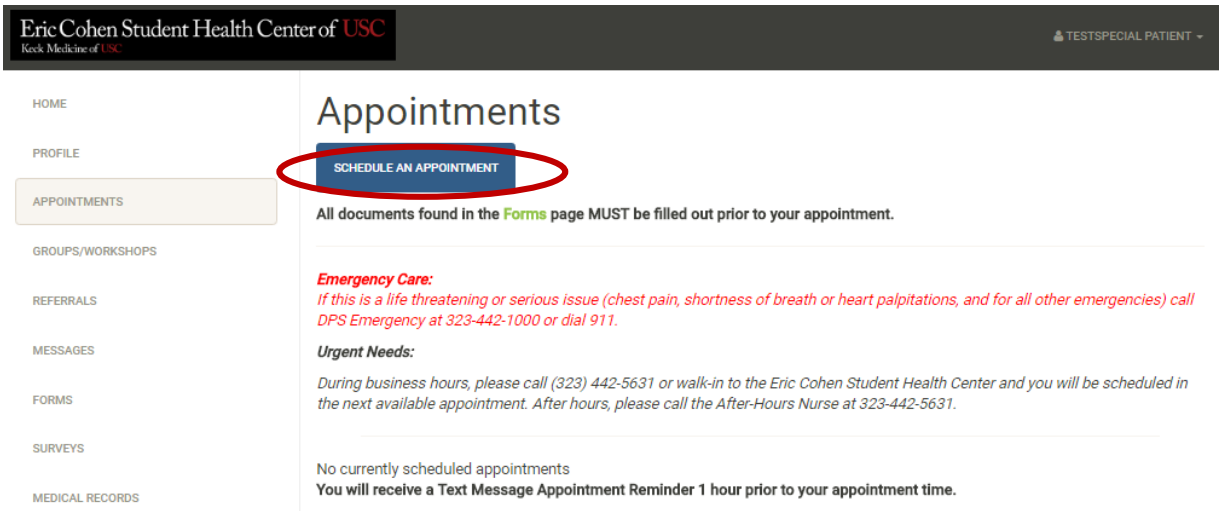
You have 40 unread secure messages [\[Go to Messages\]](#)

### Medical/Counseling Urgent or After Hours Care

**Emergency Care:**  
*If this is a life threatening or serious issue (chest pain, shortness of breath or heart palpitations, and for all other emergencies) call DPS Emergency at 323-442-1000 or dial 911.*

**Urgent Needs:**  
*During business hours, please call (323) 442-5631 or walk-in to the Eric Cohen Student Health Center and you will be scheduled in the next available appointment. After hours, please call the After-Hours Nurse at 323-442-5631.*

2. Click on *schedule an appointment*.



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## Appointments

**SCHEDULE AN APPOINTMENT**

All documents found in the **Forms** page **MUST** be filled out prior to your appointment.

**Emergency Care:**  
*If this is a life threatening or serious issue (chest pain, shortness of breath or heart palpitations, and for all other emergencies) call DPS Emergency at 323-442-1000 or dial 911.*

**Urgent Needs:**  
*During business hours, please call (323) 442-5631 or walk-in to the Eric Cohen Student Health Center and you will be scheduled in the next available appointment. After hours, please call the After-Hours Nurse at 323-442-5631.*

No currently scheduled appointments  
**You will receive a Text Message Appointment Reminder 1 hour prior to your appointment time.**

# MySHR GUIDE

3. Choose the healthcare service that you need and click *continue*. **Travel Clinic and Psychiatry appointments cannot be made online.**

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## Appointment Selection

Please select your desired appointment type from the below options.

Please note that Travel Clinic and Psychiatry visits can not be scheduled online.

- Flu Shots, Drug Abuse 10-50 Panel, Urine, Vaccinations, Titters, and TB screening.
- Counseling
- Dermatology
- Nutrition Services
- Primary Care Visits
- Women's Health
- Previously Ordered Labs:
  - **Please note:** If you have a lab order from an outside provider you MUST bring proof of lab orders 24 hours in advance of your draw.

Please note: if you are getting your first Gardasil vaccine, please make an appointment with Primarcy Care.

All documents found in the **Forms** page MUST be filled out prior to your appointment.

Keck Medicine is requiring that all patients be screened for Ebola and MERS exposure at every appointment with a survey trigger at check-in.

4. We will use *Primary Care* as an example. Answer any questions associated with your selection.

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## Primary Care

Is this your first Primary Care Visit at the Eric Cohen Student Health Center?

Select One

- Yes
- No

# MySHR GUIDE

5. Click on your appointment reason or write in your concern at the bottom of the page.

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## Specify Appointment Reason

Please specify the primary reason for this appointment.

TIP: Use keyboard combination CTRL+F to search reasons:

- Abdominal Pain
- Abnormal Lab Review
- Abrasion-Laceration-Puncture
- Accutane (Isotretinoin) Follow-up
- Acne
- Allergic Reaction
- Allergy Shot
- Allergy Symptoms
- Ankle Injury
- Annual GYN Exam
- Anxiety
- Assault
- Asthma
- Back Pain
- Bite, Animal
- Blood in Urine
- Blood Pressure
- Blood Pressure-Elevated

6. Confirm your contact information. Click *continue*.

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## Confirm Contact Information

Please confirm your contact information. It is very important that this is accurate. If it is not accurate, please update your information.

Email Address: j...@... [Edit Email Address](#)

Local Phone: ... [Edit Phone Number](#)

Local Address: (none) [Edit Address](#)

[CONTINUE](#) [CANCEL](#)

# MySHR GUIDE

7. Include your callback number. Click *continue*.

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## Callback Number

Please enter a callback number where you can be reached in case it is necessary when scheduling.

Callback Number:

**CONTINUE** **CANCEL**

8. Choose your preferred date and time from the list OR click on *more dates*. Click *continue*.

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## Schedule Appointment

Appointments available to book via the web:  
For the week following: 3/6/2017  
Visit Type: NEW PATIENT  
Specified Reason Code:  
- Acne

**CONTINUE** **CANCEL** **MORE DATES**

### Select Appointment

- Monday, March 6, 2017 2:40 PM SKRIPKUS, VEJAS MD at ECHC
- Monday, March 6, 2017 3:00 PM SKRIPKUS, VEJAS MD at ECHC
- Tuesday, March 7, 2017 7:20 AM SKRIPKUS, VEJAS MD at ECHC
- Tuesday, March 7, 2017 7:40 AM SKRIPKUS, VEJAS MD at ECHC
- Tuesday, March 7, 2017 9:00 AM SKRIPKUS, VEJAS MD at ECHC

9. Review the appointment information and click *schedule*.

The screenshot shows the 'Almost there...' page in the MySHR system. The left sidebar contains navigation links: HOME, PROFILE, APPOINTMENTS (highlighted), GROUPS/WORKSHOPS, REFERRALS, MESSAGES, FORMS, SURVEYS, MEDICAL RECORDS, PERSONAL RECORDS, and PERSONAL DATA. The main content area displays appointment details: Date/Time: Monday, March 6, 2017 2:40 PM; With: SKRIPKUS, VEJAS MD; Location: ECHC; Reason Code: Sunburn; Callback Number: 1234567. Three buttons are visible: 'SCHEDULE' (circled in red), 'RETRY', and 'CANCEL'. To the right of each button is a brief description of its function. A red warning message at the bottom states: 'You need to arrive and check in at the front desk 5 minutes prior to your scheduled appointment time. Arriving later may cause significant delay in your appointment.'

10. Fill out the questionnaire and click *submit final*.

The screenshot shows the 'Clinical Questionnaire' page. The left sidebar is identical to the previous page, with 'APPOINTMENTS' highlighted. The main content area is titled 'Clinical Questionnaire' and includes a red warning: 'This information will not be reviewed until your visit and will be discarded if you cancel or no show for your appointment'. Below this is the 'Skin Problem Questionnaire' section with instructions: 'Please complete this form prior to being seen for your appointment. Please describe your skin problem or concern:'. Three questions are listed with input fields: '- Where is your skin problem located?', '- How long have you had this skin problem?', and '- Have you found anything that makes your skin problem better or worse?'. A '~Thank you~' message is displayed. At the bottom, there are two buttons: 'SUBMIT FINAL' and 'CANCEL'. To the right of each button is a brief description of its function: 'Click here to submit the final content of the form (You cannot change items after the form has been submitted.)' and 'Click here to cancel entering the form (Currently entered changes will not be saved.)'.