

MyChart Care Companion

How-to Guide

Your care team has enrolled you in a care plan to support your health journey. Your care plan will guide you as you:

- Manage a condition
- Get ready for a procedure
- Care for a growing family

You can follow this care plan using MyChart Care Companion, an interactive, personalized plan of care delivered through MyChart.


You'll get real-time notifications for tasks such as reviewing education, tracking your health or answering a questionnaire.

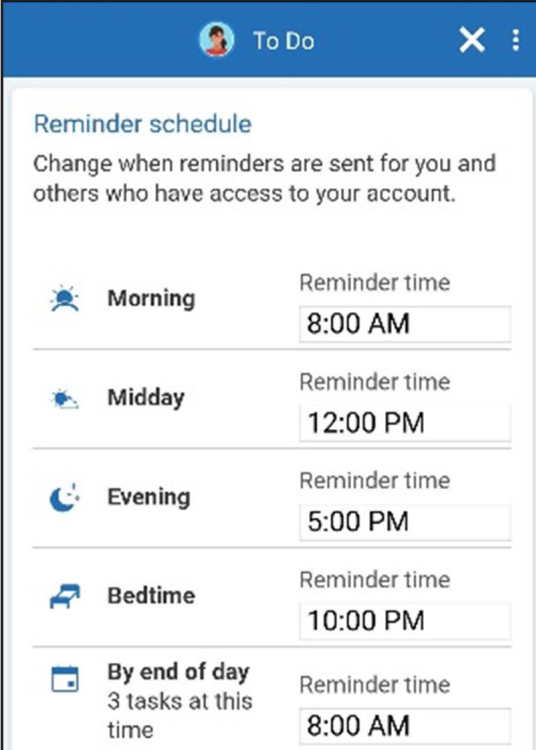
Visit EssentiaMyChart.org to log in to your MyChart account or download the MyChart app.

Choose how and when to get notifications

To make sure your care plan works with your schedule, you can choose when you want to get notifications for your tasks.

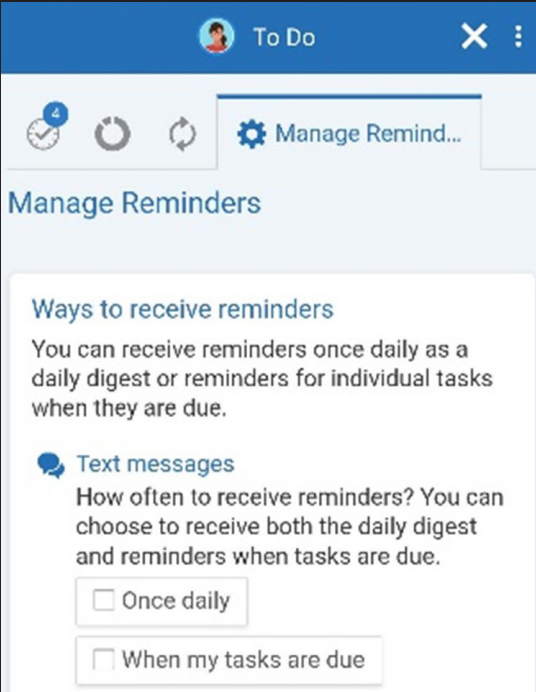
On your desktop or MyChart app

1. Log in to your MyChart account.
2. Choose **Menu** and then **To Do** to see your tasks.
3. Select **Manage Reminders** on your desktop. On your MyChart app, select the gear icon  at the top of your screen.
 - You can change what time you get notifications throughout the day.
 - To change how you receive reminders, select **Communication Preferences** under **Ways to receive reminders**. Make changes in the **To Do** section.



The screenshot shows the 'To Do' section with a 'Reminder schedule' heading. Below the heading is a sub-heading: 'Change when reminders are sent for you and others who have access to your account.' There are five rows, each with a time period icon and a 'Reminder time' input field. The times are: Morning (8:00 AM), Midday (12:00 PM), Evening (5:00 PM), Bedtime (10:00 PM), and By end of day (3 tasks at this time) (8:00 AM).

Time Period	Reminder time
Morning	8:00 AM
Midday	12:00 PM
Evening	5:00 PM
Bedtime	10:00 PM
By end of day 3 tasks at this time	8:00 AM



The screenshot shows the 'Manage Reminders' section. It has a heading 'Ways to receive reminders' and a sub-heading: 'You can receive reminders once daily as a daily digest or reminders for individual tasks when they are due.' There are two radio button options: 'Text messages' (selected) and 'Once daily'. Under 'Text messages', there are two radio button options: 'Once daily' and 'When my tasks are due'.

Ways to receive reminders
You can receive reminders once daily as a daily digest or reminders for individual tasks when they are due.

Text messages
How often to receive reminders? You can choose to receive both the daily digest and reminders when tasks are due.

Once daily

When my tasks are due



Using MyChart Care Companion: Complete Your Tasks for the Day

Open MyChart and select the To Do icon on the home screen. The To Do activity shows you a list of tasks that are due today. Complete your assigned task.

Medicine tasks	<ul style="list-style-type: none"> Select the green checkmark ✓ or the red X to mark if you have taken your medicine.
Education tasks	<ul style="list-style-type: none"> Select the task to review the educational materials. This might include information to read or a video to watch. After completing the task, select I understand or Ask a question. Select Ask a question to send questions you have to a member of your care team.
Questionnaire tasks	<ul style="list-style-type: none"> Select the task to open the questionnaire. Answer all of the questions and select Submit when you are done.
Health-tracking tasks	<ul style="list-style-type: none"> Select the task and go to Track My Health. Select Add Reading to enter your information, such as your weight or blood pressure reading. If you connect your MyChart account to another app, such as Fitbit® or Apple Health®, these readings might be recorded for you automatically.
General tasks	<ul style="list-style-type: none"> After you finish a general task, mark it complete by selecting the green checkmark ✓. If you did not complete a task, select the red X.

Review changes to your care plan

Your care plan may change because of readings you record through a health-tracking task or your answers to a questionnaire.

If this happens, you will be notified of the changes. You can view them by selecting the **Changes** tab in the desktop side menu or at the bottom of the To Do activity on your MyChart app.

