

Stay connected to your health *anytime, anywhere.*



Saint Francis *MyChart* Tip Sheets

Sending Messages

MyChart allows secure messaging between providers and patients including prescription refill requests.

Two ways are available to send a message through MyChart.

1. The first way to send a message through the MyChart home page is to click on the doctor icon to open the “Get Medical Advice” form.
2. The second way to send a message through MyChart from the home page is to click on the “Messaging” tab on the right.
3. Click “Get Medical Advice” to open the form.
4. Select the recipient from the list.
5. Select a subject and enter the question.
6. Click the “Send” button.
7. A message will appear confirming that the message has been sent.

Inbox is where information can be found regarding health reminders, appointment reminders, appointments and notifications that new test results are available, along with other messages from your healthcare providers.

1. Log into MyChart.
2. From the home page, click the link “Read your messages” if a new message is available to read.
3. Or, click on the messaging tab and click “Inbox.”
4. Select a message from your Inbox. You can then reply to or delete the message.

Messages sent through MyChart can be viewed in the Sent Messages folder.

1. Click on the “Sent Messages” tab and the window opens.
2. Click on “Sent Messages” to view.
3. The messages in bold have not been read by clinic staff.
4. Click back to the message list after reading a message.
5. The option to delete a message is also available.

Call **573-331-5024** for assistance, Monday-Friday, 8 am to 5 pm, or visit sfmc.net/MyChart to learn more.