Guide to My Chart E-Check in

Step 1: Log in to your My Chart account

When opening the My Chart app, it will prompt you to select an organization. The organization to select is Columbia University Irving Medical Center (make sure the state is New York when selecting the organization). When the organization is selected, it will take you to the login page as shown below. If you are having trouble logging in, call (646) 962-4200 for assistance.

If you already have a My Chart account with another organization, you can click this button to switch to the Columbia University Irving Medical Center.
What do I do now that I've logged in??

Now that you have successfully logged in, you are at the home page where all the activities are located. The activity you need to e-check in is the appointments.

Your Future Visits

If you've already scheduled your visit with your doctor then once you have clicked the appointments button you will see the visit as shown below. When the visit is selected there will be an E-check in button that will take you into the check in process!

If you don’t have an appointment but you need to see your doctor click “schedule appointment” to schedule an appointment for yourself.
Check in Process

During the check in process, you will update your demographics, insurance, as well as select your symptoms and fill out any forms that are necessary for your visit. See images below for an example of what it will look like. It may take more than a minute, so do this the day before so you don’t delay your appointment!

*** The system will first have you update your demographic information, insurance, and pharmacy if it is not already in the system. Please make sure you put in the correct pharmacy so you can get your medication without any issues.

The Medical Questionnaires to give your doctor an idea of your current condition:

Pay your bill online so you don’t get those pesky bills in the mail!!

Fill out all of the administrative forms, do it once and get it out of the way!!
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Please review the following documents. Click on the REVIEW AND SIGN button to sign the document.
Scroll to the end of the form to ensure you have clicked on the signature box and then click CONTINUE. If you wish to sign these documents at the clinic, click on the REVIEW LATER button. There may be additional documents to sign at the clinic. Click SUBMIT to complete eCheck-in.

Once this step is completed, documents will be submitted for clinic review.
Now you’re all checked in and ready for your Visit!!

Once you have completed the check in process you will be presented with a barcode as shown below. All you need to do once you get to the office is show the barcode to the front desk and you’ll be set to see your doctor.

If given the option, please upload the images of the front and back of your insurance card at home to avoid unnecessary direct/indirect physical Contact!

Thank you for your patience during these difficult times. If you come across any issues while using the My Chart app, please call (646) 962-4200.