

Tips for How to Schedule a COVID Vaccine Appointment

There is no cost to you or to MUSC Health for the vaccine. If you have health insurance, we will bill your insurance provider for vaccine administrative fees associated with giving the vaccine. Administrative fees include costs for storing vaccines, scheduling vaccine appointments, providing trained care team members, and supplies. Please check with your insurance provider to find out if they will cover these costs for you. If you do not have insurance, you will not be billed for the vaccine or for administrative fees.

The Pfizer COVID-19 vaccine requires TWO doses given 19 to 23 days apart. Two separate appointments are required, one for each vaccine dose. You will schedule your first dose following these instructions. Once you receive your first dose, you will be able to schedule your second dose.

Your First Dose

1. Please visit muschealth.org/vaccine. If you do not have internet access or are unable to schedule online, please call the COVID Scheduling Line at 843-876-7227.
2. Click on the **Schedule My Vaccine with MyChart** link. You will be directed to MyChart, our free, online scheduling and medical record system.
3. Login to MyChart or create a free MyChart account.

If you do not have a MyChart account, follow these instructions to create your free account. If you prefer not to set up a MyChart account, please call 843-876-7227 for assistance in scheduling your first and second dose appointments.

1. Find “New User?” and select the blue **Create Your Account** button
2. If you do not have a MyChart activation code, select the blue **Sign Up Online** button on the right of the screen.
3. Fill out the form with your information
4. Click the Captcha box and type in the answer to the question provided. After completing the Captcha, you will be directed to answer a series of questions to help verify your identity. This helps MUSC Health ensure your health information remain safe and secure.

For most, the identity verification process will be immediate and you will be directed into MyChart. For some, the verification may take up to 72 hours. Once verified, you will receive an email notification inviting you to complete the registration for your MyChart account. Once the registration is complete, login to MyChart and follow the next steps to schedule your first dose.

4. Select “Visits” in the choices along the top.
5. Click on the green **Schedule An Appointment** button.
6. Under “Tell Us Why You’re Coming In” choose the **COVID Vaccine** button.

7. Answer the questions that appear:
 - Please review the [SC DHEC guidelines](#) for fair and equitable vaccine distribution. We are requesting patients to certify that they meet the requirements outlined by DHEC. Please select the appropriate response. *If you are not eligible to receive the vaccine you will be unable to schedule. If you believe this is a mistake, please call 843-876-7227 for assistance.*
 - Select if you have or have not received a COVID-19 vaccine dose. *This process is only for first dose appointments. If you have previously received a dose, you will not be able to schedule online. Please call 843-876-7227 for assistance.*
8. Select the location, date, and time for your COVID-19 vaccination. You will only be able to schedule your first dose. *(Locations may change depending on availability)*
9. Verify your information and confirm your appointment.
10. You will see the appointment scheduled within your MyChart account and receive an email confirmation. Please arrive at the location, date, and time selected.

Your Second Dose

Once you receive your first dose, you will receive a notification through MyChart and in your email to schedule your second dose.

1. Login to MyChart to schedule your second dose. Visit mychart.musc.edu to login or click on the link you receive in your email.
2. Click the “Schedule Now” button next to the second dose reminder notification to see available dates and times. Second dose appointments will be listed 19 to 23 days after your first dose.
3. If you are unable to schedule your second dose in one of the times listed, please call our COVID Scheduling Line at 843-876-7227.

Your COVID-19 vaccination records will be stored in your MyChart account under Immunizations.

If you would like to cancel or reschedule an existing COVID vaccine appointment, please visit your MyChart account or call COVID Scheduling Line at 843-876-7227.