

## Scheduling and Cancelling Your COVID-19 Vaccine Appointment at CHAS Health

People who qualify for COVID-19 vaccines under current guidelines are those in Phases 1A and 1B in Washington state, and is outlined below:

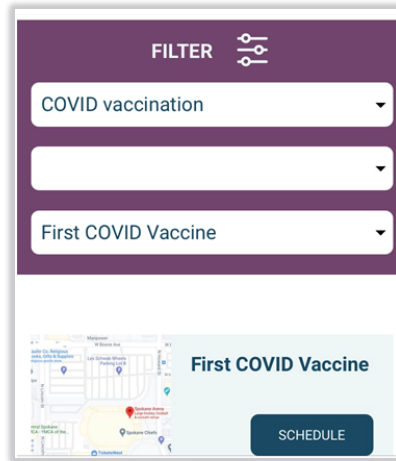
- People who are 65 and older
- People 50 and older who also live in a multigenerational household
- Health care workers
- First responders
- People who live or work in long-term care facilities
- All other workers in health settings who are at risk of COVID-19

Please use the **Washington State Phase Finder** at <https://form.findyourphaseswa.org/210118771253954> to confirm eligibility for a vaccine before scheduling an appointment.

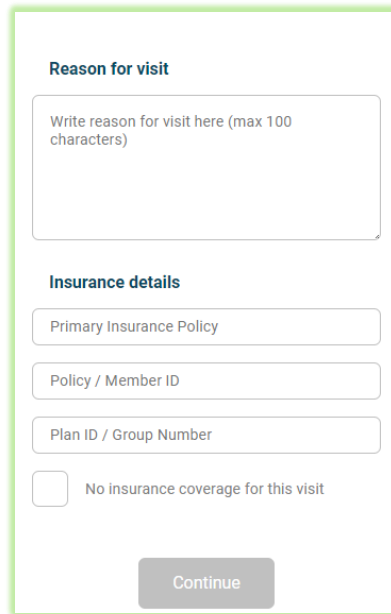
# Scheduling and Cancelling Your COVID-19 Vaccine Appointment at CHAS Health

## Select an Appointment Time

1. Follow the Link provided in the email or text that CHAS Health sent to you.
2. Select an appointment date and time.

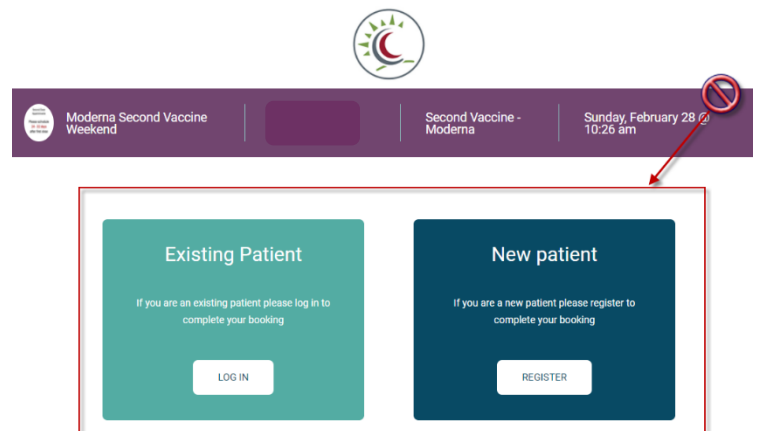


3. Enter your reason for visit (e.g. first covid vaccine).
4. Enter your insurance information or select "No insurance coverage for this visit."  
**Patients will not be billed for the COVID-19 vaccine at CHAS Health.**



*You must continue to registration/log in. Your appointment is not confirmed yet.*

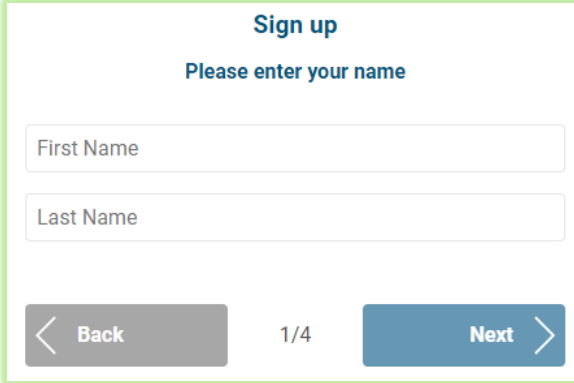
5. If you have already registered for the CHAS Health App (for a CHAS video visit for example), select Existing Patient and log in using your username and password. **Your appointment is not confirmed until you log in or register.**
6. If you have not registered for the CHAS Health App for a previous visit, select New Patient and follow the steps below to create an account.



## Scheduling and Cancelling Your COVID-19 Vaccine Appointment at CHAS Health

---

7. Create your account log in.
  - Enter your name, phone number, email address, birthdate
  - Set up your username and password
  - Type a security question and answer



The screenshot shows a 'Sign up' form with the heading 'Please enter your name'. It contains two input fields: 'First Name' and 'Last Name'. Below the fields are two buttons: a grey 'Back' button with a left arrow and a blue 'Next' button with a right arrow. A progress indicator '1/4' is centered between the buttons.

8. Once scheduled, check your email for a confirmation or log in to your account and navigate to the clock icon to view or manage your appointment.



☑ Your appointment is scheduled!

9. 24 hours prior to appointment you will receive an email and a text reminder to check-in. Check-in can be completed electronically.



The screenshot shows an email confirmation box with the following text:

**APPOINTMENT DETAILS:**

First COVID Vaccine: SCHEDULE FULL  
1/29/2021 @ 3:45 PM  
720 W. Mallon Ave.,  
Spokane, WA, 99021  
Tel: (509) 444-8200

Dear Cora,

It is important that you Check In and do all your paperwork ahead of time for your visit. This will reduce wait time at the office and give you a contactless and safe check-in experience.

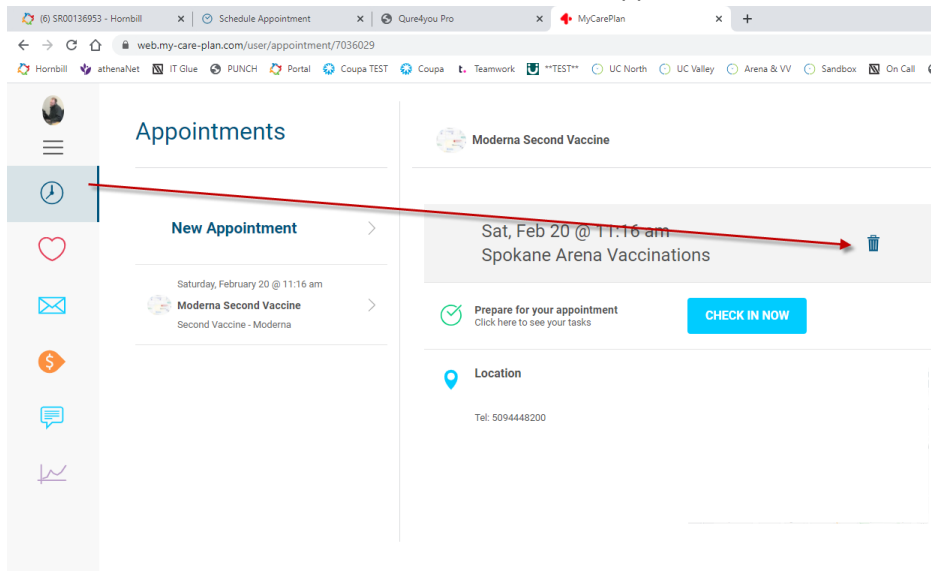
10. It is important that you click "Check In Here" and do all your paperwork ahead of time for your visit.

[CHECK IN HERE](#)

## Scheduling and Cancelling Your COVID-19 Vaccine Appointment at CHAS Health

### Cancel an appointment – Instructions for desktop version

1. Log in to <https://chashealth.ourscheduling.com/369/doctors>
2. Select the Clock on the left panel
3. Select the trash bin next to the appointment.  
You will not be able to cancel within 1 hour of the appointment.



### Cancel an appointment – Instructions for mobile app

1. Log in
2. Select the Clock icon along the bottom panel
3. Select the appointment
4. Select the trash bin next to the appointment
5. Select 'Yes' to confirm cancellation.  
You will not be able to cancel within 1 hour of the appointment.

