

Renown's COVID-19 Vaccine Program & Appointment Process

Because there is limited supply, the vaccine is being distributed in a tiered approach based on priority groups. The vaccine is being offered first to physicians and employees caring for COVID positive patients or those who perform aerosol generating procedures.

Eventually, our goal is that all providers, employees and their family members who are interested in receiving the vaccine will have an opportunity to be vaccinated. The vaccine is not mandatory, but is strongly advised. Renown is covering all costs of the vaccine for our healthcare workers, and it will be offered free of charge to you.

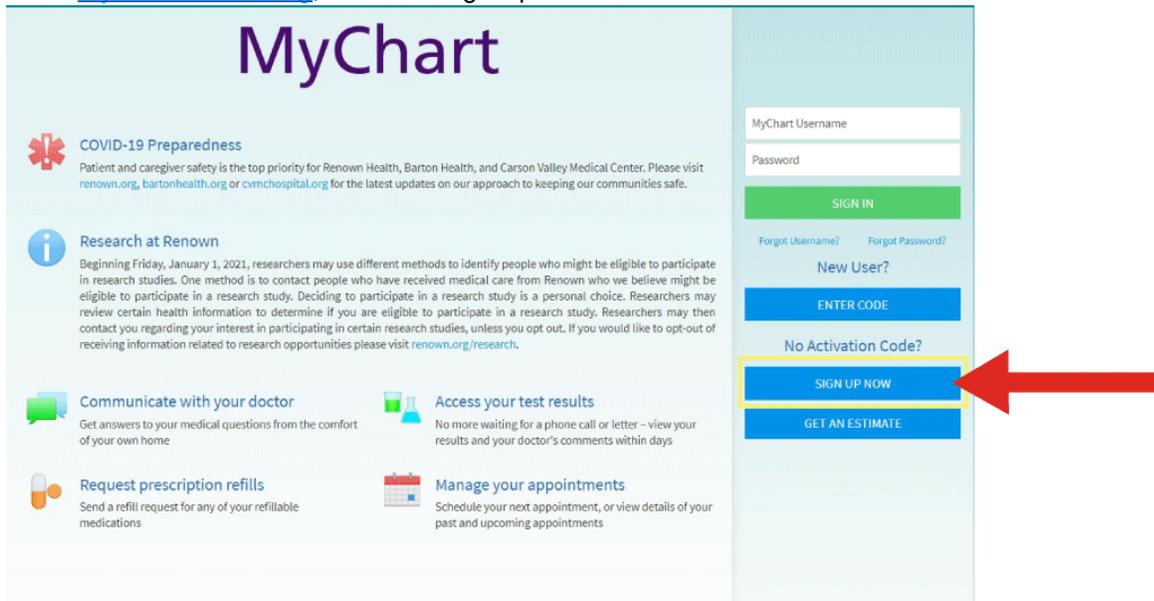
You will be notified when your tier is "up next" with the opportunity to schedule your COVID-19 vaccine. Please do not try to schedule your vaccination until you receive an email notification from MYCHART@renown.org.

Don't Have a MyChart Account? Make Sure to Enroll (It's Free!)

All who are interested in receiving the vaccine through Renown will need to have a MyChart account. The Renown COVID-19 Vaccination Program is managed through EPIC MyChart to assure notification, consent, scheduling, reminders and documentation for vaccine distribution, as well as to post to [Web IZ](#), Nevada's Statewide Immunization Information System.

You do not need to have a Renown provider to enroll in MyChart and enrollment is free. If you have issues obtaining an account, the MyChart service desk can be reached at 775-982-2781 and is now available 24/7. Calls volumes are very heavy, so please be patient.

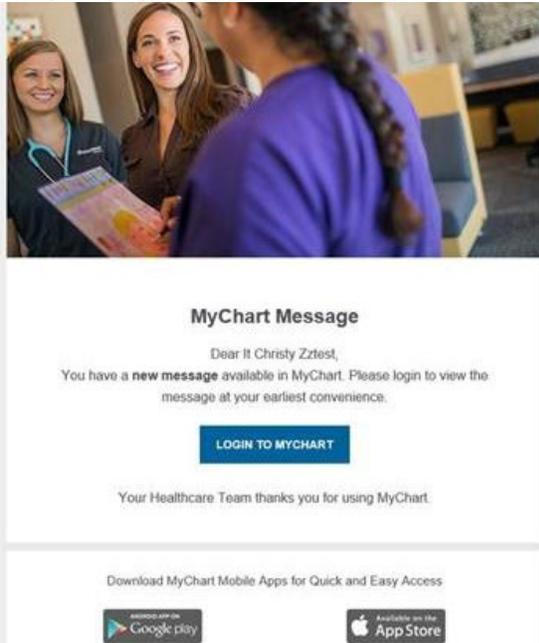
1. Go to mychart.renown.org, click the "Sign Up Now" button under "No Activation Code."



The screenshot shows the MyChart website interface. On the left, there are several service tiles: "COVID-19 Preparedness", "Research at Renown", "Communicate with your doctor", "Request prescription refills", "Access your test results", and "Manage your appointments". On the right, there is a login/sign-up section with fields for "MyChart Username" and "Password", a "SIGN IN" button, and links for "Forgot Username?" and "Forgot Password?". Below this is a "New User?" section with an "ENTER CODE" button. At the bottom of this section, under the heading "No Activation Code?", there are two buttons: "SIGN UP NOW" and "GET AN ESTIMATE". A red arrow points to the "SIGN UP NOW" button, which is highlighted with a yellow border.

2. Please enter your demographic data and communications preferences (email, cell phone) in to your account. Set up your login username and password.

3. You will receive a MyChart activation email from MYCHART@renown.org, and from there, you can click the link to login to MyChart and complete your enrollment. You can also download the easy-to-use MyChart app.



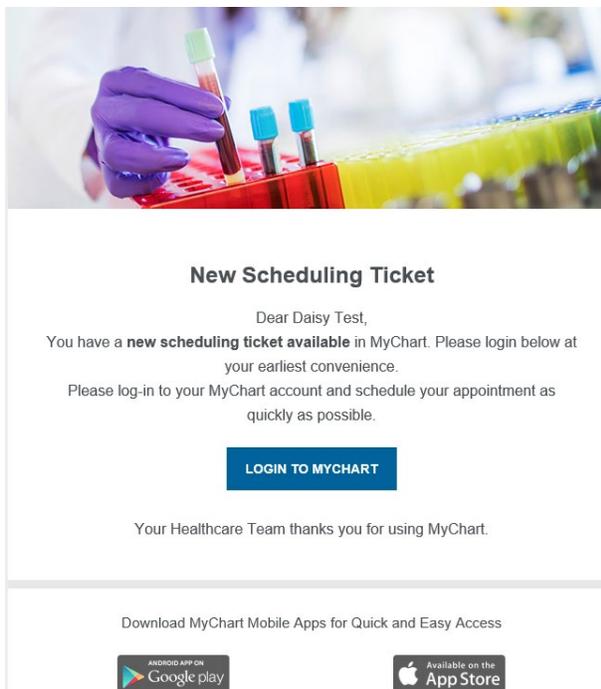
How to Schedule Your COVID-19 Vaccination AFTER You Are Notified

As more COVID-19 vaccines become available, more of our employees will begin to be notified about their opportunity to schedule their vaccinations. A few things to note:

- You must have a MyChart account if you wish to receive a COVID-19 vaccine through Renown.
- Please do not try to schedule your vaccination until you receive an email notification from MYCHART@renown.org. Our teams are working very hard to schedule vaccine appointments and they appreciate your patience and understanding.

Here's the process you'll be walked through to get your COVID-19 vaccination scheduled when it is your turn to do so:

1. You'll receive an email from MYCHART@renown.org with the subject line "New Scheduling Ticket," when it is time to schedule your vaccination. Here's what it looks like:



2. Once you log in to your [MyChart account](#), you will receive your verification code and the ability to schedule your vaccination appointment online.
 - a. Plan for a one-hour vaccination appointment, which will include a 15-minute observation period after receipt of the vaccine.
 - b. Appointments will be held at the [Reno-Sparks Livestock Events Center at 1350 N Wells Ave, Reno](#). (Enter at Sutro & 11th Street).
 - c. We strongly suggest you schedule your appointment to occur after you complete your shift or work schedule to have time to rest. As with all vaccinations, there is a potential for injection site reactions (redness, swelling and pain) as well as fever, fatigue, headache, chills, vomiting, diarrhea, muscle pain and/or joint pain. Fever is not an infrequent side effect, especially on the second dose, so please be sure you self-monitor your temperature, as you cannot work at Renown with a fever.
3. Once you've selected your appointment time and followed the prompts in MyChart, you'll see this verification screen with instructions on what to bring with you to your appointment and how to prepare:
 - a. Printed and signed medical consent form from your MyChart account
 - b. Your Renown ID
 - c. Your photo government ID
 - d. Your insurance card

You will need to wear a mask. Be sure your shirt provides easy access to your arm.

Check out our [COVID-19 Vaccine FAQs page on Inside Renown](#) for more information on our vaccination program and additional scientific evidence behind the vaccine. If you have further questions, please contact your leader.