
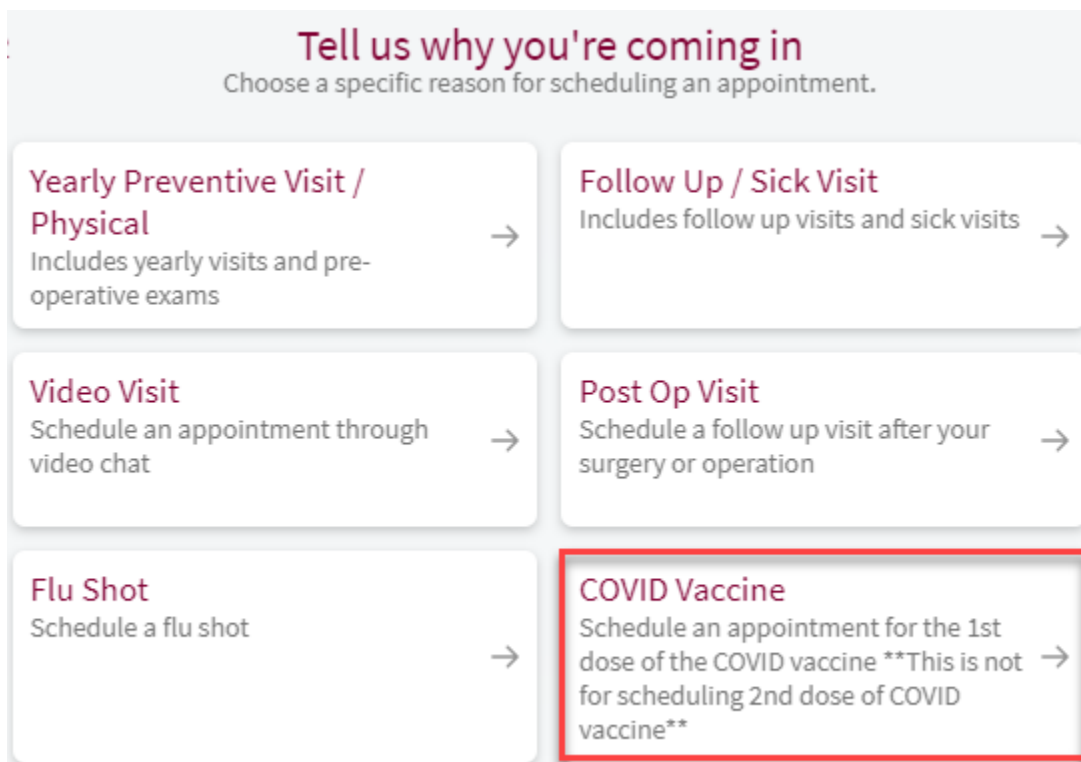


## myLoyola COVID-19 Vaccine Self-Scheduling Guide

To schedule a COVID-19 Vaccine, follow these simple steps.

### Schedule an Appointment

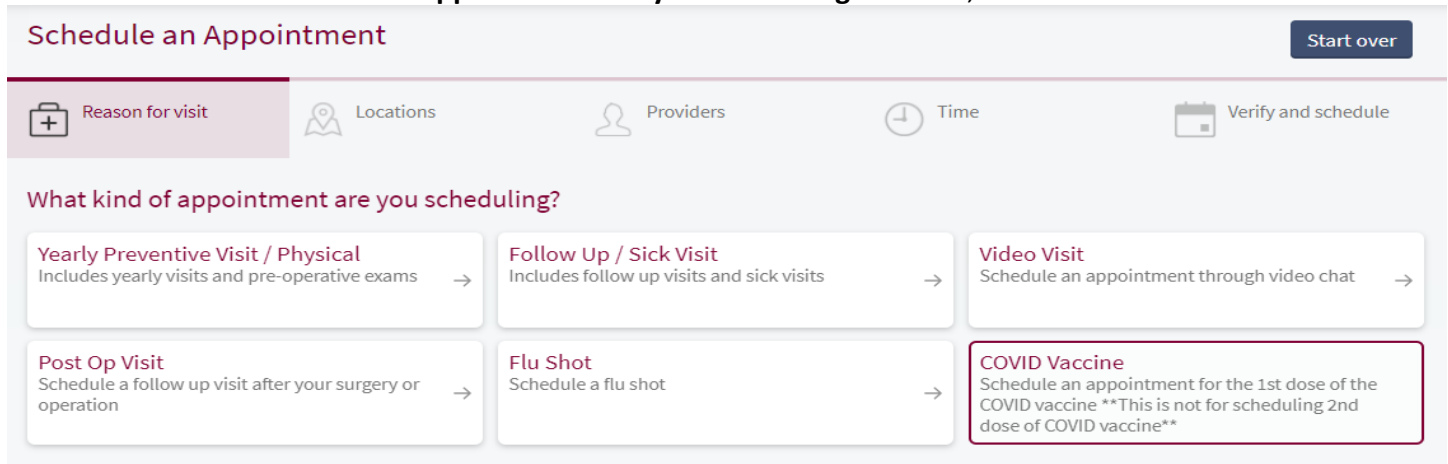
1. Sign into myLoyola
2. Click the **Your Menu** Icon  Your Menu
3. Under *Find Care*, select **Schedule an Appointment**
4. Locate the **Tell us why you're coming in** section and click the **COVID Vaccine** box:



**Tell us why you're coming in**  
Choose a specific reason for scheduling an appointment.

- Yearly Preventive Visit / Physical**  
Includes yearly visits and pre-operative exams →
- Follow Up / Sick Visit**  
Includes follow up visits and sick visits →
- Video Visit**  
Schedule an appointment through video chat →
- Post Op Visit**  
Schedule a follow up visit after your surgery or operation →
- Flu Shot**  
Schedule a flu shot →
- COVID Vaccine**  
Schedule an appointment for the 1st dose of the COVID vaccine \*\*This is not for scheduling 2nd dose of COVID vaccine\*\* →

5. Under the **What kind of appointment are you scheduling?** section, click the **COVID Vaccine** box:



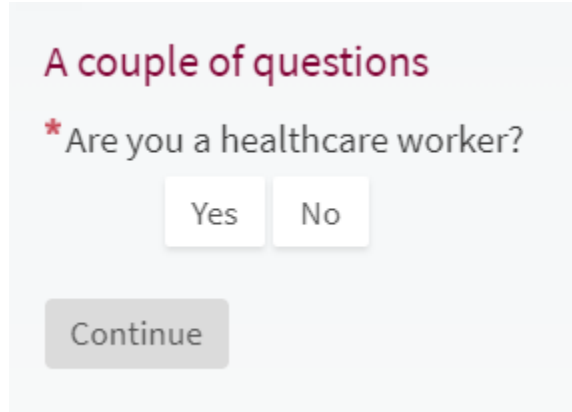
**Schedule an Appointment** Start over

Reason for visit | Locations | Providers | Time | Verify and schedule

**What kind of appointment are you scheduling?**

- Yearly Preventive Visit / Physical**  
Includes yearly visits and pre-operative exams →
- Follow Up / Sick Visit**  
Includes follow up visits and sick visits →
- Video Visit**  
Schedule an appointment through video chat →
- Post Op Visit**  
Schedule a follow up visit after your surgery or operation →
- Flu Shot**  
Schedule a flu shot →
- COVID Vaccine**  
Schedule an appointment for the 1st dose of the COVID vaccine \*\*This is not for scheduling 2nd dose of COVID vaccine\*\* →

6. Follow the prompts to answer the questions as presented under the **A couple of questions** section.



7. If you are a member of the current qualifying phase for COVID-19 Vaccine eligibility, you will be advanced to the **Schedule an Appointment Screen**.

- a. *If you are not yet eligible for the vaccine, you will not be permitted to advance to schedule and you will be invited to check back at a later date.*

8. Select a *location* and click **Continue**:

**Schedule an Appointment** Start over

Reason for visit COVID Vaccine Edit Locations Any location Edit Providers Edit Time Edit Verify and schedule

Which locations work for you?

- Any location  Schedule at any available location.
- Burr Ridge
- COVID Vaccination clinic at Gottlieb Memorial Hospital  555 W North Ave MELROSE PARK IL 60160
- Loyola Mulcahy Center  2160 S 1st Ave MAYWOOD IL 60153

**Continue** Any location

9. Select *Any Provider* and click **Continue**:

**Schedule an Appointment** Start over

Reason for visit COVID Vaccine Edit Locations Any location Edit Providers Any provider Edit Time Edit Verify and schedule

Who do you want to see?

- Any provider  Schedule with any available provider.
- BURR COVID VACCINE NURSE
- GMH COVID VACCINE NURSE
- LOY COVID VACCINE NURSE

**Continue** Any provider

10. Select the date and time which works best for you:

### Schedule an Appointment

**Start over**

Reason for visit Edit  
COVID Vaccine

Locations Edit  
Any location

Providers Edit  
Any provider

Time

Verify and schedule

#### What time works for you?

Start search on  
04/13/2021

Times

- All available times
- Filter times

**Take note of the location you are selecting**

#### Tuesday April 13, 2021

##### BURR COVID VACCINE NURSE

Burr Ridge

11:50 AM	12:00 PM	12:10 PM	12:20 PM	12:30 PM
12:40 PM	12:50 PM	1:00 PM	1:10 PM	1:20 PM
1:30 PM	1:40 PM	1:50 PM	2:00 PM	2:10 PM
2:20 PM	2:30 PM	2:40 PM	2:50 PM	3:00 PM
3:10 PM	3:20 PM	3:30 PM	3:40 PM	3:50 PM
4:00 PM	4:10 PM	4:20 PM	4:30 PM	4:40 PM
4:50 PM				

##### GMH COVID VACCINE NURSE

COVID Vaccination clinic at Gottlieb Memorial Hospital  
555 W North Ave MELROSE PARK IL 60160


11:50 AM	12:00 PM	12:10 PM	12:20 PM	12:30 PM
12:40 PM	12:50 PM	1:00 PM	1:10 PM	1:20 PM
1:30 PM	1:40 PM	1:50 PM	2:00 PM	2:10 PM


11. Enter the reason for your visit as **COVID Vaccine** and click **Schedule** at the bottom of the screen.

## You're almost done...

Click the Schedule button if everything looks correct.

### COVID Vaccine with BURR COVID VACCINE NURSE

 Tuesday April 13, 2021  
3:10 PM

 Burr Ridge Covid Vaccine Clinic  
6800 N Frontage Rd  
BURR RIDGE IL 60527-7819  
708-327-1300

\*What is the most important thing you want addressed during this visit?

COVID Vaccine 

#### Directions for Burr Ridge Covid Vaccine Clinic

Loyola Center for Health at Burr Ridge is located at 6800 N. Frontage Road in Burr Ridge (708) 327-1000. From I-55, exit northbound on County Line Road. Go east on Carriage Way Drive, then south on Frontage Road to the Loyola Center for Health. From north of I-55, take Plainfield Road to southbound County Line Road. Go east on Carriage Way Drive, then south on Frontage Road to the Loyola Center for Health.

#### Visit Instructions

##### Complete eCheck-in before your visit

Save time at the clinic by completing our eCheck-in process before your visit. Please remember to allow time for registration when you arrive and bring your insurance card, and government issued identification card with you to your appointment.

##### On the day of your appointment

Please do not arrive more than 10 minutes early to your appointment. Patients will be taken according to appointment time and will not be taken early.


COVID Vaccines are multi-dose vaccines. You will be required to make your appointment for the second dose within the recommended timeframe prior to leaving the clinic. Please

[View full instructions](#)

#### Before scheduling...

- Join the wait list and be notified if earlier appointments open up
- Favorite this appointment to easily schedule again later



 Schedule

12. Be certain to read all instructions about the verification of eligibility follow them carefully.
13. Please do not arrive more than 10 minutes early for your appointment
14. Please complete eCheck-in to save time in the clinic on the day of your appointment.

## No appointment times are available:

If you have completed all of the steps above, and there are no appointments available the message below will appear:

There are no COVID Vaccine appointments available at this time. Please check back again tomorrow. If you are attempting to schedule a non-Covid related appointment, please access myLoyola messaging and send in a Customer Service Question. Thank you for choosing Loyola Medicine.

15. If you see the message above, please check back daily.