

Welcome to the Kettering Health Network Employee Vaccine scheduling process!

- This short guide starts from the email link, where you will be directed to a security page, like what KHN employees experience on our Employee portal
- This process was created to provide access to specific individuals, by invitation only, in order to allow KHN to target identified Kettering Health Network employees.
- If you have technical problems associated with this scheduling process, please contact I-Support at 937-384-4500
- If have additional questions related to the vaccinations for employees, please contact Employee Health at 937-395-8900

The provided link from the email will bring you to a browser page with the following login screen.

The image shows a login interface with a red header and a grey body. The header contains the text "Currently Requested KHN Employees ONLY" and "Use Your Network Username (K-ID) & Password". The body contains a "Username:" label with a text input field containing "K63681", a "Password:" label with an empty text input field, and a "Log In" button. A "Network" label is positioned to the left of the button.

Currently Requested KHN Employees ONLY	
Use Your Network Username (K-ID) & Password	
Username:	<input type="text" value="K63681"/>
Password:	<input type="password"/>
Network	<input type="button" value="Log In"/>

If you receive the following error, please enter your credentials again, as this error indicates a normal login error.

LOGIN ERROR:

The username and/or Password is invalid

[Back To Login](#)

If you aren't approved for the vaccine, your screen will look like this



The screenshot shows the top navigation bar of the Kettering Health Network website. The header includes the Ohio Department of Health Hotline (833) 427-5634, and navigation links for Testing, Visitor Restrictions, Telehealth, About COVID-19, How To Help, and Resources. The main heading is "KHN Employee Vaccination". Below the heading, a message states: "Sorry, you are not allowed to schedule yet. If you believe you should be able to schedule because you have received an email alerting you to do so, please contact iSupport at 937-384-4500 and have them check to make sure you are in the appropriate Active Directory group. Once you're added, click the Log Off button below and log back in." A red "Log Off" button is visible at the bottom of the message area.

Ohio Department of Health Hotline (833) 427-5634

Testing Visitor Restrictions Telehealth **KETTERING** Health Network About COVID-19 How To Help Resources

KHN Employee Vaccination

Sorry, you are not allowed to schedule yet.

If you believe you should be able to schedule because you have received an email alerting you to do so, please contact iSupport at 937-384-4500 and have them check to make sure you are in the appropriate Active Directory group.

Once you're added, click the Log Off button below and log back in.

Log Off

Please stop here and follow the appeals process identified in your email from Incident Command

Once authenticated past the security screen, please select a location to schedule your vaccination.

Choose a location to schedule your COVID-19 vaccination.

Fort Hamilton Hospital

630 Eaton Ave
Hamilton, OH 45013

> Schedule Now

Grandview Medical Center

405 W Grand Ave
Dayton, OH 45405

> Schedule Now

Kettering Medical Center

3535 Southern Blvd
Kettering, OH 45429

> Schedule Now

Soin Medical Center

3535 Pentagon Blvd
Beavercreek, OH 45431

> Schedule Now

Sycamore Medical Center

4000 Miamisburg-Centerville Rd
Miamisburg, OH 45342

> Schedule Now

Troy Hospital

600 W. Main Street
Troy, OH 45373

> Schedule Now

Please select an available date and time

Ohio Department of Health Hotline (833) 427-5634


Testing Visitor Restrictions Telehealth  About COVID-19 How To Help Resources

Schedule An Appointment

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Start search on  Day / Time Location

Monday December 28, 2020

9:50 AM more...	10:10 AM more...	12:20 PM more...	1:00 PM more...	2:00 PM more...
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Tuesday December 29, 2020

7:10 AM more...	8:10 AM more...	9:10 AM more...	10:00 AM more...	12:00 PM more...
1:00 PM more...	2:00 PM more...	3:00 PM more...		

Wednesday December 30, 2020

You must type something here in the 'Reason for visit' box.. Please type 'Covid Vaccination'. Then, click 'SCHEDULE IT'

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Is this correct?

 Wednesday December 30, 2020
Starts at 7:00 AM (10 minutes)

 Grandview Hospital Admitting
405 Grand Ave.
Dayton OH 45405

* Reason for Visit (required)

Maximum 250 characters.

BACK

SCHEDULE IT!

Here you may take advantage of an existing KHN MyChart account. If you choose 'Have a MyChart Account?' and LOG IN, you will automatically be scheduled for your vaccine upon successful login and you are done at that point. Alternately, If you click Continue for 'Continue as a Guest', you will need to fill out additional information as seen in the next slides

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Have a MyChart account?

Use your MyChart credentials to schedule this appointment for yourself or someone you have access to.

LOG IN

Continue as a Guest

Not a MyChart user? We'll need to collect more information about you or the patient you're scheduling for.

BACK

CONTINUE

Please fill out all fields below, then click NEXT

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Patient Information

* Indicates a required field.

* First Name

* Address

Middle Name

* Last Name

* City

* Legal Sex
Female Male
Unknown

* State

* ZIP Code

* Date of Birth

* Home Phone

* Social Security number (Last 4 Digits)

Work Phone

Mobile Phone

* Email

BACK

There are required fields that have not been completed.

NEXT



For this next screen, please note the next page for assistance with the insurance selection!

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Insurance Information * Indicates a required field.

Insurance

Member ID

* Subscriber ID

Group Number

Subscriber Name

Subscriber Date of Birth

* Who will be paying for costs not covered by insurance?

Patient Someone Else



The Vaccine is available at no charge for employees, so it is important to select **'No insurance'**! It is the last option so scroll quickly all the way to the bottom!

Grandview Medical Center
405 W Grand Ave, Dayton, OH 45405

Please select a day and time for your vaccine appointment.

Insurance Information *Indicates a required field.

Insurance

- TRICARE
- ALLIED BENEFIT
- ECHO HEALTH
- MOLINA
- OPTUM
- PAYPLUS
- TRUSTMARK
- STERLING
- VPAY
- WELLCARE
- ASSURANT
- BUCKEYE
- COLONIAL PENN
- COMMERCIAL GENERIC
- DEPT OF VA
- EREMIT NON EPIC
- RTE MEDICARE
- BC SUPERPAYOR
- Not Listed
- No Insurance**

insurance?

NEXT

Choose *patient* and click *next* and you will be scheduled!!!.. Remember, you will not be billed! You are scheduled and ready *after* clicking 'NEXT'!



*Who will be paying for costs not covered by insurance?

Patient Someone Else

The screenshot shows a web form with a question: '*Who will be paying for costs not covered by insurance?'. Below the question are two radio button options: 'Patient' (which is selected) and 'Someone Else'. At the bottom of the form are two buttons: 'BACK' on the left and 'NEXT' on the right. The 'NEXT' button is highlighted in pink.

Thank you for all you do at KHN!