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.

Currently Requested KHN Employees ONLY Use Your Network Username (K-ID) & Password		
Password:		
Network	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

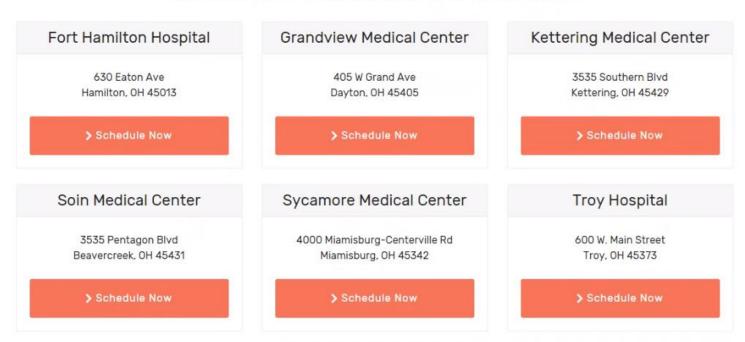
If you aren't approved for the vaccine, your screen will look like this



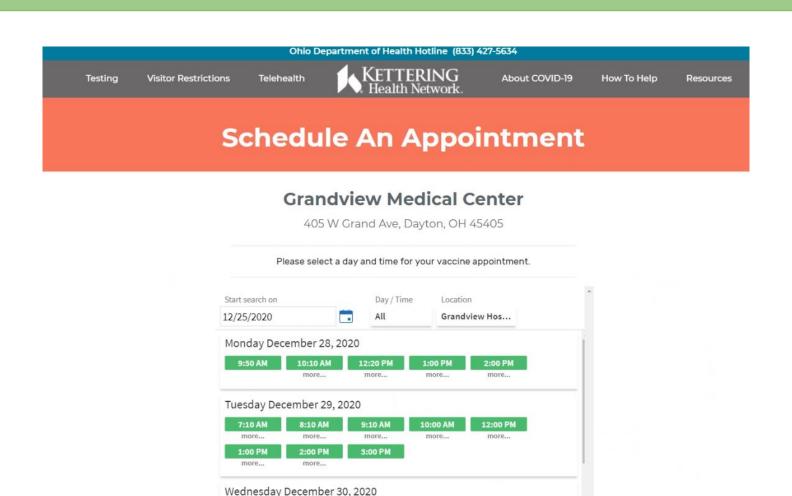
Please stop here and follow the appeals process identified in your email from Incident Command

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

Choose a location to schedule your COVID-19 vaccination.



Please select an available date and time



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? Grandview Hospital Admitting Wednesday December 30, 2020 405 Grand Ave. Starts at 7:00 AM (10 minutes) Dayton OH 45405 Reason for Visit (required) Maximum 250 characters. SCHEDULE IT!

Here your may take advantage of an existing KHN MyChart account.

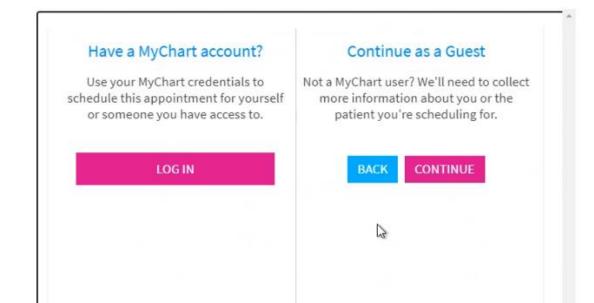
If you choose 'Have a MyChart Account?' and LOG IN, you will automatically be scheduled for your vaccine upon successful login and you are done at that point.

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.



Please fill out all fields below, then click NEXT

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

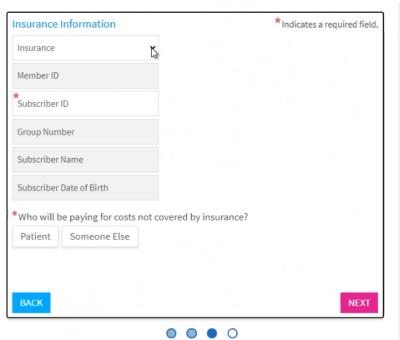
Please select a day and time for your vaccine appointment. Patient Information *Indicates a required field. First Name Address Middle Name Last Name City *Legal Sex State Female ZIP Code Unknown Home Phone Date of Birth Work Phone Social Security number (Last 4 Digits) Mobile Phone Email There are required fields that have not been completed. 0 0 0

For this next screen, <u>please note</u> the next page for assistance with the insurance selection!

Grandview Medical Center

405 W Grand Ave, Dayton, OH 45405

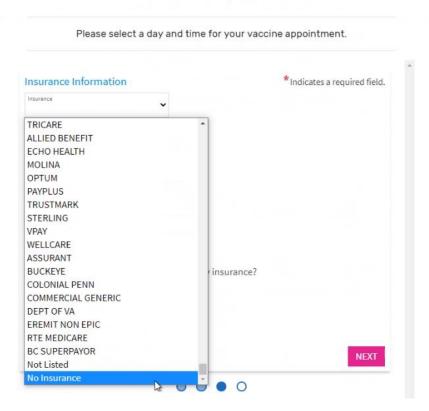
Please select a day and time for your vaccine appointment.



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



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



Thank you for all you do at KHN!