



# Scheduling COVID-19 Vaccine Appointments Using the MyWellness Patient Portal - A Patient's Guide



1. Log into the [MyWellness Patient Portal](#)
2. From the Home page, click Appointments then click Schedule a New Appointment



3. If you want another type of appointment, choose "Don't see the appointment you're looking for? Click here." Then send your request to your provider/clinic as you would for an appointment.

The screenshot shows the 'Schedule Appointment' form. The 'Who is this appointment for?' field is set to 'KOBE ZZZZTEST'. The 'Choose a reason for your visit' dropdown menu is open, showing options for COVID-19 vaccine doses. The option 'Don't see the appointment you're looking for? Click Here/¿No ve la cita que está buscando?Pulse aqui' is highlighted with a red rectangular box.

4. Choose Adult COVID-19 Vaccine Dose #1 Drive-Thru or Adult COVID-19 Vaccine Dose #1 Walk-Up

The screenshot shows the 'Schedule Appointment' form. The 'Who is this appointment for?' field is set to 'KOBE ZZZZTEST'. The 'Choose a reason for your visit' dropdown menu is open, showing options for COVID-19 vaccine doses. The options 'Adult COVID-19 Vaccine Dose #1 Drive-Thru / Vacuna COVID-19 1a dosis Adultos Desde su auto' and 'Adult COVID-19 Vaccine Dose #1 Walk-Up / Vacuna COVID-19 1a dosis Adultos Caminando' are highlighted with a red rectangular box.

5. Click Search


Choose a reason for your visit

Adult COVID-19 Vaccine Dose #1 Drive-Thru / Vacuna COVID-19 1a dosis Adultos Desde su auto ▼


Search

6. Pick a location closest to you, then click on View All Appointments (the example below is for an appointment at LAC+USC Medical Center Express)

**LAC+USC Medical Center Express** [View All Appointments](#)

 LAC+USC MEDICAL CENTER Building B (OPD)  
2010 Zonal Ave.  
Los Angeles, CA 90033  
(323) 409-1000


**Mid Valley Comprehensive Health Center Express** [View All Appointments](#)

 Mid-Valley CHC  
7515 Van Nuys Blvd  
Van Nuys, CA 91405  
(818) 627-3000

7. You will see the first open appointment at that location. You can also type in a Start Date to look for appointments on a date of your choice. Some locations offer drive-up or walk-up services. Choose a Start Date and service from Need a specific provider? Then click Apply.

← Select a Time

**Start Date**

04/14/2021   
Enter date in MM/DD/YYYY format.

**Need a specific provider?**

Please select ▼

Please select

USC COVID Vac Drive-Thru

[Advanced filters](#)

Apply

8. Click Select to pick the best time for you to get your COVID shot (for example - 08:00am)

Wednesday, Apr 14, 2021

08:00 a.m. PDT	Select
08:10 a.m. PDT	Select
08:20 a.m. PDT	Select
08:30 a.m. PDT	Select
08:40 a.m. PDT	Select

9. Type text into this box if you have any concerns or special needs for this visit (you don't have to do this)

**< Review and Schedule Appointment**

Describe any specific requests or special needs you want us to consider in preparation for your visit.

☐ Send me an email with my appointment details

If a follow-up regarding your appointment is needed, MyWellness will contact you using a secure message.

Schedule Appointment

10. If you typed in concerns or special needs for the visit and you would like an email with your appointment information, click in the box

**< Review and Schedule Appointment**

Describe any specific requests or special needs you want us to consider in preparation for your visit.

☒ Send me an email with my appointment details

If a follow-up regarding your appointment is needed, MyWellness will contact you using a secure message.

Schedule Appointment

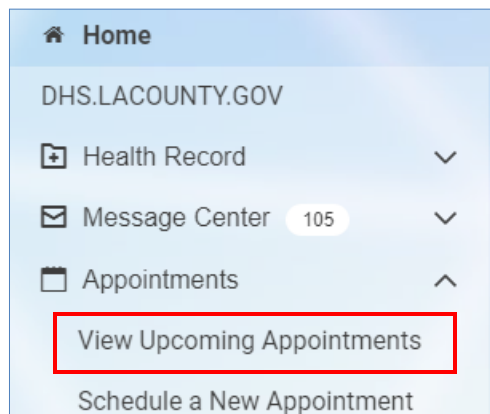
11. Click **Confirm your appointment**

Congratulations! You have scheduled a COVID Vaccine appointment!

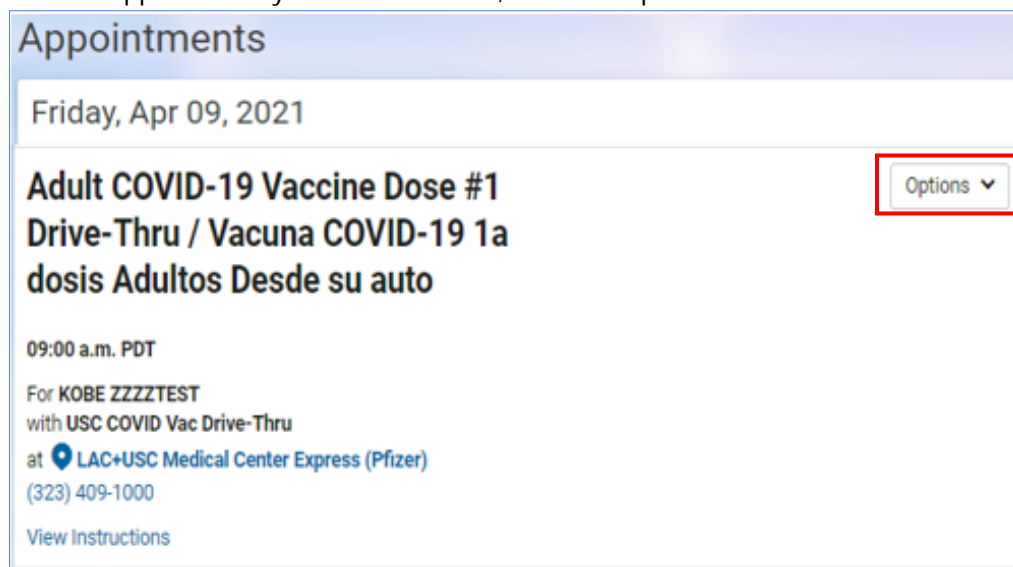
Cancelling a scheduled COVID Vaccine appointment:

- You can directly cancel your COVID Vaccine appointment on the portal if it is more than 24 hours (1 day) before your appointment.

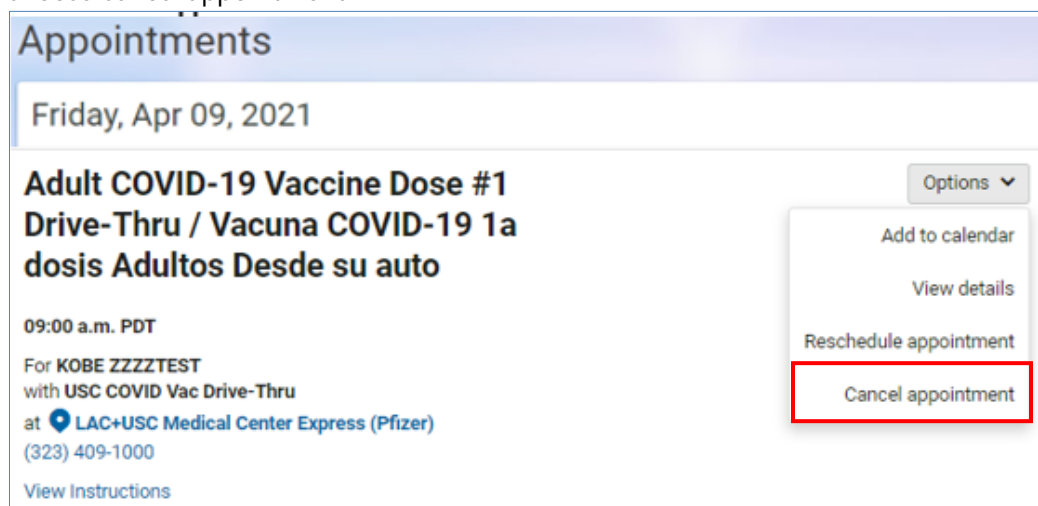
1. Go to View Upcoming Appointments



- Find the appointment you want to cancel, and click Options



- Choose Cancel appointment



- Choose a reason for cancelling the appointment from the menu list

**Cancel Appointment**

**Friday, Apr 09, 2021**

**Adult COVID-19 Vaccine Dose #1**  
**Drive-Thru / Vacuna COVID-19 1a**  
**dosis Adultos Desde su auto**

08:30 a.m. PDT

For KOBE ZZZZTEST  
 with USC COVID Vac Drive-Thru  
 at LAC+USC Medical Center Express  
 (323) 409-1000

\* All fields are required.

\* Why do you need to cancel?

Please select

Please select

Unable to Attend / No Puedo asistir

5. Click Submit

**Cancel Appointment**

**Friday, Apr 09, 2021**

**Adult COVID-19 Vaccine Dose #1**  
**Drive-Thru / Vacuna COVID-19 1a**  
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\* All fields are required.

\* Why do you need to cancel?

Unable to Attend / No Puedo asistir

**Submit** Cancel

You will receive a confirmation. You have now canceled your appointment.

The appointment was successfully canceled.

Printing your COVID Vaccine from your portal:

- After you get your vaccine, you can print your immunization record from your portal:

1. Go to "Health Record" click on "COVID Center"



2. Click on "View Vaccine Verification":

## COVID Center

Viewing health record for JANA ZZZZTEST

### COVID-19 Vaccine Verification

View Vaccine Verification

3. Click Print Card or scan the QR Code:


## COVID-19 Vaccine Verification

### COVID-19 Vaccination Record Card

**Name**  
JANA ZZZZTEST

**Date of Birth**  
Apr 04, 1969

**Health Services**  
LOS ANGELES COUNTY  
**Public Health**  
COUNTY OF LOS ANGELES



- Pfizer-BioNTech COVID-19 Vaccine, Lot No. Not Recorded.**  
Jan 12, 2021, La Puente HC Primary Care
- Moderna COVID-19 Vaccine, Lot No. Not Recorded.**  
Jan 29, 2021, La Puente HC Primary Care
- Pfizer-BioNTech COVID-19 Vaccine, Lot No. Not Recorded.**  
Mar 04, 2021, LAC+USC Primary Care Adult West
- Janssen (J&J) COVID-19 Vaccine, Lot No. 123456**  
Mar 11, 2021, Long Beach Comprehensive Health Center

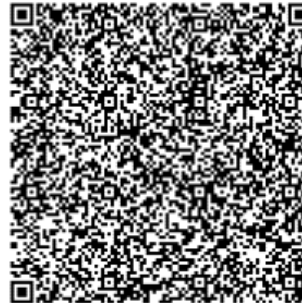
Use your mobile device to take a screen shot of each QR code available to you. Keep each screen shot in a secure location for offline viewing.

Print Card

The printed copy will look like the this:

## COVID-19 Vaccine Verification

### COVID-19 Vaccination Record Card

**Name**

JANA ZZZZTEST

**Date of Birth**

Apr 04, 1969

- 1 **Pfizer-BioNTech COVID-19 Vaccine, Lot No. Not Recorded.**  
Jan 12, 2021, La Puente HC Primary Care
- 2 **Moderna COVID-19 Vaccine, Lot No. Not Recorded.**  
Jan 29, 2021, La Puente HC Primary Care
- 3 **Pfizer-BioNTech COVID-19 Vaccine, Lot No. Not Recorded.**  
Mar 04, 2021, LAC+USC Primary Care Adult West
- 4 **Janssen (J&J) COVID-19 Vaccine, Lot No. 123456**  
Mar 11, 2021, Long Beach Comprehensive Health Center

❶ An app or device that can read *SMART* Health Cards is required to scan and decode this QR code. This vaccination record is a *SMART* Health Card and works with any app or service where *SMART* Health Cards are accepted. See <https://smarthealth.cards/> for more information.

❷ Scanning this QR code with a compatible app or device shares all of the information on your COVID-19 Vaccination Record Card, including patient and vaccine information. Share it with only those you trust.

Learn more about the vaccines and Vaccine Administered (CVX) codes on this vaccination record card at <https://www.2a.cdc.gov/vaccines/iis/iisstandards/vaccines.asp?rpt=tradename#prod>