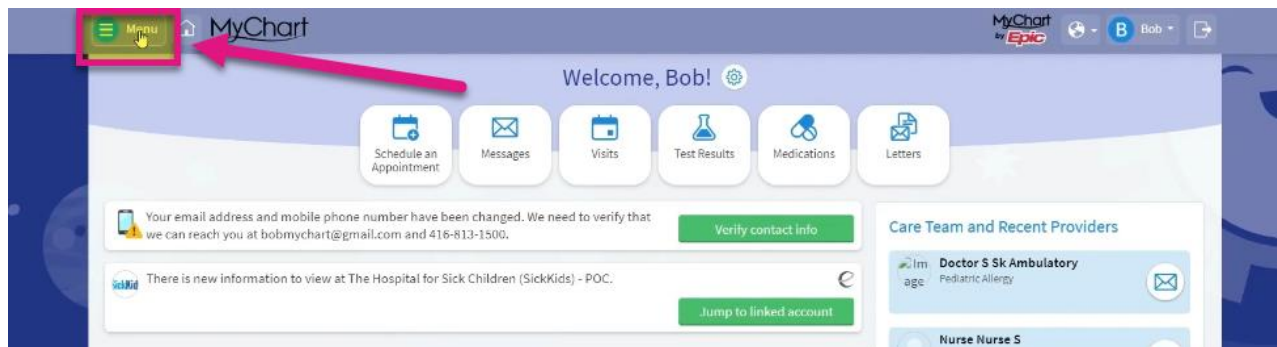


## MyChart® Communication Preferences

This tipsheet will review how a patient can update their communication preferences in MyChart.

### Patient's Perspective:

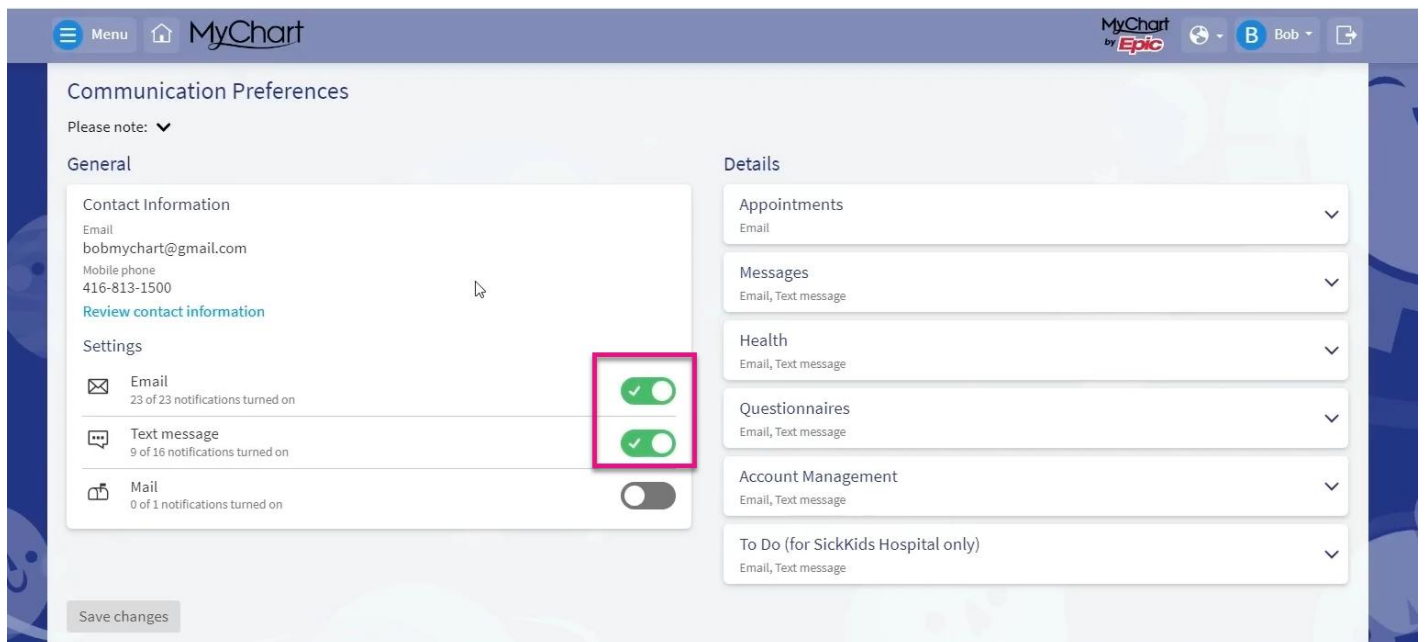
From the MyChart Welcome page use the **Menu** button > **Account Settings** > **Communication Preferences**.



Patients can view contact information and basic notification settings. Patients can choose to completely opt in or opt out of the communication.

For example, if a patient would only like to receive text message notifications, they would toggle the email option off.

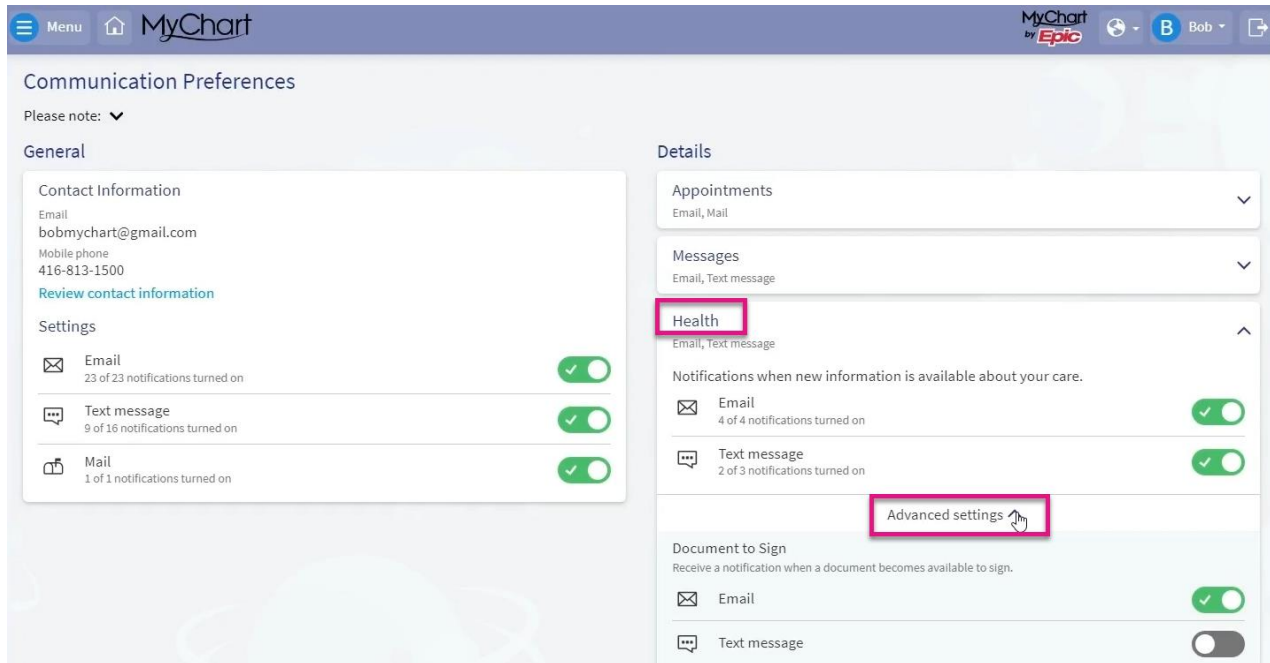
When making updates to communication preferences always remember to click the **Save Changes** button.



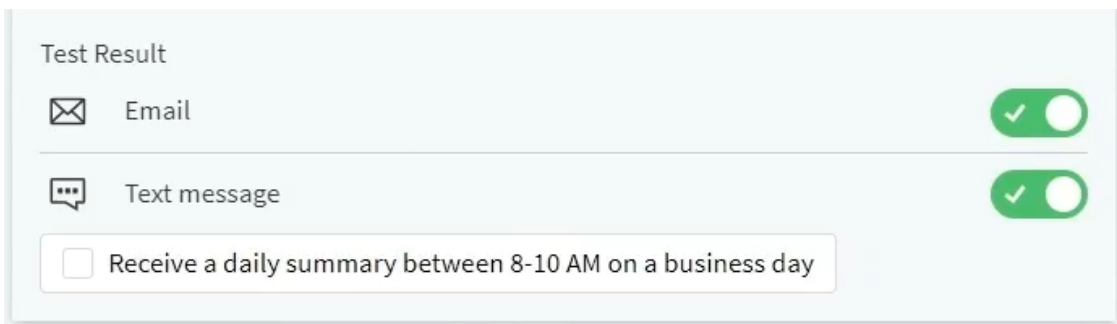
View specific notification settings under **Details**.

Patients can edit their notification settings based on notification types, such as notifications for Appointments, Messages, health, questionnaires, account management, and To-do lists to change their communication preferences.

For results, select **Health**, then select the **Advanced Settings** drop down menu.



Scroll down until you find the **Test Results** section.

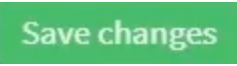


Decide which notifications you would like to receive specific to test results.

If patients find that they are receiving too many notifications for test results, they may decide to opt in to receive daily summaries **between 8:00 to 10:00 AM on business days**.

By selecting this option, they will only receive one notification daily about new test results.

If new test results are posted after they have received their notification, they will not receive another notification until the next business day.

Remember to always  in the bottom of the screen.