How to schedule an appointment for your first dose

This tip sheet contains instructions for eligible Advocate Aurora Health patients and eligible health care workers to schedule the first COVID-19 vaccine dose from either the LiveWell app (see p. 2) or website (see p. 10).

Here's what you need to know
• As you schedule, we'll ask a series of questions to determine your eligibility for the vaccine. If your answers indicate you should wait to receive it, you won't be able to finish all the steps outlined in this tip sheet.
• We're continuing to add appointment times as vaccine supplies become available. Check back often if you don't immediately find a date and time that work for you.

Getting started with LiveWell
Make sure you have an active account or create one online now. Download it to your smartphone from the App Store or Google Play Store.

To schedule an appointment for someone else, you'll need to have proxy access to their account. Visit our Help Center for information on requesting proxy access.

For more information, visit the Getting Started with the LiveWell app or website guide. To reset your LiveWell password, click Forgot Password? on the sign-in screen. If you need more help, visit the Security & sign-in guide.

Preparing for your appointment
You'll find instructions to help you plan for your visit at the end of this tip sheet and after you complete the scheduling and PreCheck-In processes.
COVID-19 VACCINE

Scheduling in the LiveWell app

Sign in to the LiveWell app

Tap My Chart at the bottom of your screen

Tap Appointments

Tip: If you’re scheduling for someone else via proxy access, select their name at the bottom of the screen.

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

Advocate Aurora Health
YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

COVID-19 VACCINE

Scheduling – first dose

Tap Schedule An Appointment

Tap COVID-19 Vaccine

You have no upcoming appointments

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Appointment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 31</td>
<td>1:32</td>
<td>Jeremy D Topp</td>
<td>Appointment</td>
</tr>
<tr>
<td>JUL 24</td>
<td>10:55</td>
<td>Jeremy D Topp</td>
<td>Appointment</td>
</tr>
<tr>
<td>JUL 17</td>
<td>10:55</td>
<td>Jeremy D Topp</td>
<td>Appointment</td>
</tr>
<tr>
<td>JUL 10</td>
<td>10:55</td>
<td>Jeremy D Topp</td>
<td>Appointment</td>
</tr>
<tr>
<td>JUL 9</td>
<td>10:55</td>
<td>Jennifer Boeger, APNP</td>
<td>Appointment</td>
</tr>
<tr>
<td>JUL 3</td>
<td>10:55</td>
<td>Jeremy D Topp</td>
<td>Appointment</td>
</tr>
</tbody>
</table>

TELL US WHY YOU'RE COMING IN – COVID-19 VACCINE, FLU SHOT, MAMMOGRAM, ETC.
We'll direct you to care that fits your needs.

COVID-19 Vaccine
If you're eligible per CDC or Advocate Aurora Health guidelines, schedule your first dose of the COVID-19 vaccination.

Flu Shot
Schedule your influenza vaccine.
YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

COVID-19 VACCINE
Scheduling – first dose

Tap Yes

If this screen appears, tap to enter your code from your email

If your code expired, reply to the invite and request a new code.

WHAT KIND OF APPOINTMENT ARE YOU SCHEDULING?

COVID-19 Vaccine
If you’re eligible per CDC or Advocate Aurora Health guidelines, schedule your first dose of the COVID-19 vaccination.

Flu Shot
Schedule your influenza vaccine.

A COUPLE OF QUESTIONS:

Have you received a COVID-19 vaccine scheduling code?

Yes  No

Continue

PREPARE SAFE CARE
PREVENT PROTECT

Advocate Aurora Health
COVID-19 VACCINE

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

Read these questions carefully. Review if you have the following symptoms or a history of severe allergic reaction to vaccine ingredients.

Then, you may tap Yes or No

A COUPLE OF QUESTIONS:
* Do you or anyone in your household have any of the following symptoms?

- Fever greater than or equal to 100.0 degrees F (37.8 degrees C)
- New or worsening cough, shortness of breath, difficulty breathing, or sore throat
- New onset of nausea, vomiting, diarrhea
- New onset of chills, muscle or body aches, pain, fatigue, headache, congestion or runny nose
- Loss of taste or smell

Yes  No  Continue

A COUPLE OF QUESTIONS:
* Do you/ have you have/ had an immediate reaction to a COVID vaccine, any of the components or an immediate reaction of any severity to polysorbate?

Please note that immediate treatment for any allergic reactions to the vaccine is available at every Advocate Aurora vaccination clinic.

You can review a list of the vaccine ingredients here.

Yes  No  Continue

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

AdvocateAuroraHealth
COVID-19 VACCINE

Your health and safety is our highest priority.

Tap Yes, I understand to confirm you'll complete PreCheck-In

Tip: Visit our PreCheck-In tip sheet to learn more.

A COUPLE OF QUESTIONS:

*PreCheck-In will be become available in LiveWell or My Advocate Aurora immediately after scheduling your appointment. PreCheck-in MUST be completed PRIOR to your appointment, or you may need to reschedule.

Select "Yes, I understand" if you understand you must complete PreCheck-In before your appointment.

Yes, I understand | No, exit scheduling

Continue

Tap Illinois or Wisconsin

A COUPLE OF QUESTIONS:

*Would you like to get your COVID-19 vaccine in Illinois or Wisconsin?

You must reside, work or attend school to schedule in Wisconsin.

We're continuing to add appointment times as vaccine supplies become available. Check back often if you don't immediately find a date and time that work for you.

Illinois | Wisconsin

Continue

Tap Yes or No

A COUPLE OF QUESTIONS:

*Do you work or live in the city of Chicago?

Yes | No

Continue

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

Advocate Aurora Health
COVID-19 VACCINE

Scheduling – first dose

Tap to select the **location** you'd like to visit

**Tip:** Select *Any location* to see all available appointments in your area

WHICH LOCATIONS WORK FOR YOU?

- Any location
  Schedule at any available location.
- ADMG DES PLAINES CHURCH ST
  9375 W CHURCH ST
  DES PLAINES IL 60016-4271
- ADVocate condell medical conf center
  700 Garfield Ave
  Libertyville IL 60048-3135
- ADVocate emergency medical services academy
  5220 W 105TH ST
  Oaklawn IL 60453-2600
- ADVocate Good Samaritan hw ctr Rehab
  3651 Highland
  Downers Grove IL 60515-2100

Continue

Tap to select a **date** and **time** for your appointment

**Tip:** If no times display, go back and select different options in the *Locations* steps

WHAT TIME WORKS FOR YOU?

Search options

Tuesday February 23, 2021

- 2:15 PM
- 2:30 PM
- 2:45 PM
- 3:00 PM
- 3:15 PM
- 3:30 PM
- 3:45 PM
- 4:00 PM
- 4:15 PM
- 4:30 PM
- 4:45 PM
- 5:00 PM
- 5:15 PM
- 5:30 PM
- 5:45 PM
- 6:00 PM
- 6:15 PM
- 6:30 PM
- 6:45 PM
- 7:00 PM
- 7:15 PM
- 7:30 PM
- 7:45 PM
- 8:00 PM

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY
Your health and safety is our highest priority.

COVID-19 VACCINE

Scheduling – first dose

Tap **This information is correct** to confirm your details.

Tip: Select **Edit** to change your information.

Verify your insurance:

- You have no insurance on file.
- **Add a coverage**

Type "Vaccine" in the description box and then tap **Schedule**.

Visit instructions:

**Important:** If you are in the scheduling process, when you get to the screen where...
You’ve successfully scheduled your first vaccine dose appointment.
COVID-19 VACCINE

Scheduling on the LiveWell website

Sign in to the LiveWell website

Select Your Menu, then select Schedule an Appointment from the menu

Tip: If you’re scheduling for someone else via proxy access, select their name from the account menu at the right of your screen

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY
**COVID-19 VACCINE**

**Scheduling – first dose**

Select **COVID-19 Vaccine**, **Select Yes then, Continue**

<table>
<thead>
<tr>
<th>What kind of appointment are you scheduling?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COVID-19 Vaccine</strong></td>
</tr>
<tr>
<td>If you’re eligible per CDC or Advocate Aurora Health guidelines, schedule your first dose of the COVID-19 vaccination.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Physical Exam</td>
</tr>
<tr>
<td>Schedule an annual physical, sports physical or well-child exam.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**A couple of questions:**

Have you received a COVID-19 vaccine scheduling code?

- Yes
- No

[Continue]

If this screen appears, tap to enter your code from your email

If your code expired, reply to the invite and request a new code

<table>
<thead>
<tr>
<th>Reason for visit</th>
<th>Locations</th>
<th>Providers</th>
<th>Time</th>
<th>Verify and schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Vaccine</td>
<td>Team Member COVID-19 Vaccine</td>
<td>Flu Shot</td>
<td>Schedule your influenza vaccine.</td>
<td></td>
</tr>
<tr>
<td>If you’re eligible per CDC or Advocate Aurora Health guidelines, schedule your first dose of the COVID-19 vaccination.</td>
<td>If you’re an Advocate Aurora Health Team Member, schedule your first dose of COVID-19 vaccination.</td>
<td>Schedule your influenza vaccine.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A couple of questions:**

* Please enter the code provided in your email:

We are currently vaccinating eligible health care workers and our most vulnerable patients based on the CDC guidelines. The code you received in your invitation is not transferable and should not be shared, forwarded or posted. If someone other than the invited recipient attempts to schedule, the appointment will be canceled.

[CONTINUE]
Read these questions carefully. Review if you have the following symptoms or a history of severe allergic reaction to vaccine ingredients.

Then, you may select Yes or No

A couple of questions:

* Do you or anyone in your household have any of the following symptoms?

- Fever greater than or equal to 100.0 degrees F (37.8 degrees C)
- New or worsening cough, shortness of breath, difficulty breathing, or sore throat
- New onset of nausea, vomiting, diarrhea
- New onset of chills, muscle or body aches, pain, fatigue, headache, congestion or runny nose
- Loss of taste or smell

[ ] Yes [ ] No

Continue

A couple of questions:

* Do you/ have you/ had an immediate reaction to a COVID vaccine, any of the components or an immediate reaction of any severity to polysorbate?

Please note that immediate treatment for any allergic reactions to the vaccine is available at every Advocate Aurora vaccination clinic.

You can review a list of the vaccine ingredients [here].

[ ] Yes [ ] No

[ ] This is required

Continue
Select **Yes, I understand** to confirm you'll complete PreCheck-In

**Tip:** Visit our [PreCheck-In tip sheet](#) to learn more

A couple of questions:

* PreCheck-In will be available in LiveWell or MyAdvocateAurora 3 days prior to your appointment. PreCheck-in MUST be completed PRIOR to your appointment, or you may need to reschedule.

Select "Yes, I understand" if you understand you must complete PreCheck-In before your appointment.

<table>
<thead>
<tr>
<th>Yes, I understand</th>
<th>No, exit scheduling</th>
</tr>
</thead>
</table>

**Continue**

Select **Illinois** or **Wisconsin**

A couple of questions:

* Would you like to get your COVID-19 vaccine in Illinois or Wisconsin?

You must reside, work or attend school to schedule in Wisconsin.

We're continuing to add appointment times as vaccine supplies become available. Check back often if you don't immediately find a date and time that work for you.

<table>
<thead>
<tr>
<th>Illinois</th>
<th>Wisconsin</th>
</tr>
</thead>
</table>

**Continue**

Select **Yes** or **No**

A couple of questions:

* Do you work or live in the city of Chicago?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Continue**
COVID-19 VACCINE

Scheduling – first dose

Select the location you'd like to visit, then select Continue

Tip: Select Any location to see all available appointments your area

Which locations work for you?

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any location</td>
<td>Schedule at any available location.</td>
</tr>
<tr>
<td>ADMG DES PLAINES CHURCH ST</td>
<td>9375 W CHURCH ST DES PLAINES IL 60016-4271</td>
</tr>
<tr>
<td>ADVOCATE CONDELL MEDICAL CONF CENTER</td>
<td>700 GARFIELD AVE LIBERTYVILLE IL 60048-3135</td>
</tr>
<tr>
<td>ADVOCATE EMERGENCY MEDICAL SERVICES ACADEMY</td>
<td>5200 W 105TH ST OAKLAWN IL 60453-2600</td>
</tr>
<tr>
<td>ADVOCATE GOOD SAMARITAN HWCTR REHAB</td>
<td>3551 HIGHLAND DOWNERS GROVE IL 60515-2100</td>
</tr>
<tr>
<td>ADVOCATE GOOD SHEPHERD HOSPITAL</td>
<td>450 W HIGHWAY 22 BARRINGTON IL 60010-1919</td>
</tr>
<tr>
<td>ADVOCATE MEDICAL GROUP CHICAGO 901 E 95TH</td>
<td>901 E 95TH ST CHICAGO IL 60619-7826</td>
</tr>
<tr>
<td>ADVOCATE SOUTH SUBURBAN HOSPITAL</td>
<td>17800 S KEDZIE AVE HAZEL CREST IL 60429-2047</td>
</tr>
</tbody>
</table>

Continue Any location

Select the provider you'd like to visit, then select Continue

Tip: Select Any provider to see all available appointments your area

Who do you want to see?

<table>
<thead>
<tr>
<th>Provider</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any provider</td>
<td>Schedule with any available provider.</td>
</tr>
<tr>
<td>Advocate Condell Medical Center - Conference Room ABCD (Schedule Option B)</td>
<td></td>
</tr>
<tr>
<td>Advocate Condell Medical Center - Wellness Center (2nd Floor) (Schedule Option B)</td>
<td></td>
</tr>
<tr>
<td>Advocate Good Samaritan Hospital - Auxiliary Conference Room</td>
<td></td>
</tr>
<tr>
<td>Advocate Illinois Masonic Medical Center Ringel Conf Rms (Schedule Option B)</td>
<td></td>
</tr>
<tr>
<td>Advocate Lutheran Church St COVID Vaccination Clinic</td>
<td></td>
</tr>
<tr>
<td>Advocate Medical Group - Imani Village (Scheduling Option A)</td>
<td></td>
</tr>
<tr>
<td>Advocate Sherman Hospital - Boardroom A/B (Schedule Option B)</td>
<td></td>
</tr>
<tr>
<td>Advocate South Suburban Hospital - Auditorium (Schedule Option B)</td>
<td></td>
</tr>
<tr>
<td>Advocate Trinity Hospital - Conference Center (Schedule Option A)</td>
<td></td>
</tr>
<tr>
<td>Douglas A. McGugan Jr High School</td>
<td></td>
</tr>
</tbody>
</table>

Continue Any provider

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

AdvocateAuroraHealth®
Select a **date** and **time** for your appointment

**Tip:** The left side has date and filter time options

**Tip:** If no times display, go back and select different options in the Locations and Providers steps

Select **This information is correct** to confirm your details

**Tip:** Select **Edit** to change your information

---

**COVID-19 VACCINE**

Scheduling – first dose

---

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

---

**Select a date and time for your appointment**

**Tip:** The left side has date and filter time options

**Tip:** If no times display, go back and select different options in the Locations and Providers steps

Select **This information is correct** to confirm your details

**Tip:** Select **Edit** to change your information

---

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

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**AdvocateAuroraHealth**
Select **This information is correct** to confirm your insurance, or select **Add a coverage**

Verify your insurance

Insurance on File

You have no insurance on file.

+ ADD A COVERAGE

**Type "Vaccine" in the description box and then select Schedule**

COVID-19 Vaccine with Aurora St. Luke's Medical Center - Steimle

- **Wednesday March 24, 2021**
- **Arrive by 4:45 PM**
- **Steinle Auditorium COVID Vaccination Clinic**
  - 2200 S. Maryland Ave., Suite 200
  - 414-336-4000
  - 414-336-1300

Visit Instructions

- **Important:** If you are in the scheduling process when you get to the screen where you confirm your appointment details and enter the reason for your visit, be sure to select "Schedule" BEFORE leaving the page or ending your session; otherwise, your appointment will not be scheduled.

Vaccine Clinic Location

Visit the vaccine clinic location information to find the room for your appointment. The name can change, so check the information before you arrive. Stop by the information desk if you need help finding the room.

Pre-Check-in Requirement

- Complete the online check-in by the day before your appointment. This online check-in MUST be completed prior to arrival to reschedule.

Before scheduling...

- Favorite this appointment to easily schedule again later

SCHEDULE
You've successfully scheduled your first vaccine dose appointment

Appointment Details
To help expedite the check-in process for your appointment, please review our registration documents (Illinois [Advocate] | Wisconsin [Aurora])

✔ Appointment Scheduled
You're all set! You can review details of your upcoming appointment below.

1st COVID-19 Vaccine Shot

📅 Tuesday March 23, 2021
Arrive by 4:00 PM CDT
Starts at 4:15 PM CDT

📅 Add to calendar

📍 Auxiliary Conference Rooms Main Entrance
COVID Vaccination Clinic
450 W HIGHWAY 22
BARRINGTON IL 60010-1919
866-443-2584

📍 Get directions

PreCheck-In
Save time by completing PreCheck-In ahead of time.

Visit Instructions

What you need to know for your visit

- Be prompt and plan extra time for screening and wayfinding. View our [vaccine clinic location information](#) to see where to park, where to enter and which room to go to. Stop by the information desk if you need help finding the vaccine clinic.
- Bring an I.D. with you so we can verify your identity.
- Do not bring children with you, as social distancing is needed and space is limited.
- Wear a mask and practice social distancing.
- Wear something with short sleeves to allow easy access to your upper arm.
- Allow for at least 30 minutes for your appointment from start to finish. You’ll need to stay for 30 minutes after getting vaccinated.
- After you receive your first dose, you’ll get a notification via LiveWell or MyAdvocateAurora to schedule your second appointment. If you received your first dose at Advocate Aurora, you’ll need to get your second dose at the same Advocate Aurora location.

View full instructions

Back to site

Prepared to Safely Care

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

AdvocateAuroraHealth
Preparing for your appointment

PreCheck-In requirement
PreCheck-In is available in the LiveWell app or website. PreCheck-In MUST be completed prior to your appointment, or you will need to reschedule.

What you need to know for your visit
☐ Be prompt and plan extra time for screening and wayfinding. View our vaccine clinic location information to see where to park, where to enter and which room to go to. Stop by the information desk if you need help finding the vaccine clinic.
☐ Bring an I.D. with you so we can verify your identity.
☐ Do not bring children with you, as social distancing is needed and space is limited.
☐ Wear a mask and practice social distancing.
☐ Wear something with short sleeves to allow easy access to your upper arm.
☐ Allow for at least 30 minutes for your appointment from start to finish. You’ll need to stay for 30 minutes after getting vaccinated.
☐ After you receive your first dose, you’ll be automatically scheduled for your second dose based on manufacturer’s recommendation. You can view this appointment in the LiveWell app or website.

Cancellation and rescheduling
If you need to cancel or reschedule your vaccine appointment, please do so through the LiveWell app or website. Note: Due to vaccine supply, it may take some time to reschedule another appointment.

Vaccine shot information
This vaccine requires two (2) shots that are administered at two separate appointments.