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. 9).

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.

For more information, visit the Getting Started with the LiveWell app or website guide. Visit our Help Center for information on setting up proxy access. 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
If you’re scheduling for someone else, select their name first at the bottom. (proxy access required)
COVID-19 VACCINE

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

Tap Schedule An Appointment

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.

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

CONTINUE

Advocate Aurora Health

PREPARE + PROTECT

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?

You can review a list of the vaccine ingredients here.

Yes | No

Continue
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.

Tap Illinois or Wisconsin.

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

Tap Yes or No.

A couple of questions:
* Do you work or live in the city of Chicago?

Yes No

Continue

Continue

Continue
COVID-19 VACCINE

Scheduling – first dose

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY

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

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

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
LIBERTVILLE IL 60048-3135

ADVOCATE EMERGENCY MEDICAL SERVICES ACADEMY
5220 W 1057TH ST
OAKLAWN IL 60453-2600

ADVOCATE GOOD SAMARITAN HW CTR REHAB
3551 HIGHLAND
DOWNERS GROVE IL 60515-2100

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

Your current date is Tuesday February 23, 2021

Advocate Good Shepherd Hospital
450 W Highway 22 Barrington IL 60010-1919

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

Continue
COVID-19 VACCINE

Scheduling – first dose

Your health and safety is our highest priority

Tap This information is correct to confirm your details

Tip: Select Edit to change your information

Tap This information is correct to confirm your insurance, or tap Add a coverage

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

CONFIRM YOUR PERSONAL DETAILS

Contact Information

123 main street
Washington WI 53402

If you do not have a required phone number, please enter all 0’s in the field and enter your correct phone number in the proper field. We are working to improve the phone number fields and apologize for any inconvenience this may cause.

Make sure your contact information is up-to-date so we can contact you.

Going somewhere for a while? Add a temporary address

Not entered
414-569-8672
Not entered
lisa.willis@ah.org

Details About Me

Preferred First Name (If not the patient's first name, please choose not to disclose)

This information is correct

VERIFY YOUR INSURANCE

Insurance on File

You have no insurance on file.

Add a coverage

1st COVID-19 Vaccine Shot

Tuesday February 23, 2021
Arrive by 2:30 PM
Starts at 2:45 PM

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

*Tell us why you are scheduling an appointment and select "Schedule" below.

Schedule

Visit Instructions
Important: If you are in the scheduling process, when you get to the screen where

AdvocateAuroraHealth

YOUR HEALTH AND SAFETY IS OUR HIGHEST PRIORITY
You’ve successfully scheduled your first vaccine dose appointment
COVID-19 VACCINE

Scheduling in the LiveWell website

Sign in to the LiveWell website

Select **Visits**, then select **Schedule an Appointment** from the menu
Select COVID-19 Vaccine

Schedule an Appointment

What should I do if I have COVID-19 symptoms?
If you think you’ve been exposed to COVID-19 or are experiencing symptoms, start with our Self-Scheduled Care, and learn more in our Resource Center. You’ll also find COVID-19 vaccine news and distribution updates, including when you can get vaccinated, on our Vaccine Information page.

If you think you’re experiencing an emergency, dial 911.

Tell us why you’re coming in – COVID-19 vaccine, flu shot, mammogram, etc.

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

- Team Member COVID-19 Vaccine
  If you’re a team member of Advocate Aurora Health, schedule your first dose of the COVID-19 vaccination.

- Flu Shot
  Schedule your influenza vaccine.

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

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 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]

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 become 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.

- Yes, I understand
- No, exit scheduling

Continue

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

A couple of questions:

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

- Illinois
- Wisconsin

Continue

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

A couple of questions:

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

- Yes
- No

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any location</td>
<td>Schedule at any available location.</td>
<td>-</td>
</tr>
<tr>
<td>ADMG DES PLAINES CHURCH ST</td>
<td>9375 W CHURCH ST DES PLAINES IL 60016-4271</td>
<td>-</td>
</tr>
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<td>ADVOCATE CONDELL MEDICAL CONF CENTER</td>
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<td>-</td>
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<td>ADVOCATE EMERGENCY MEDICAL SERVICES ACADEMY</td>
<td>5220 W 105TH ST OAKLAWN IL 60453-2600</td>
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<td>ADVOCATE GOOD SAMARITAN HW CTR REHAB</td>
<td>3551 HIGHLAND DOWNERS GROVE IL 60515-2100</td>
<td>-</td>
</tr>
<tr>
<td>ADVOCATE GOOD SHEPHERD HOSPITAL</td>
<td>450 W HIGHWAY 22 BARRINGTON IL 60010-1919</td>
<td>-</td>
</tr>
<tr>
<td>ADVOCATE MEDICAL GROUP CHICAGO 901 E 95TH</td>
<td>901 E 95TH ST CHICAGO IL 60619-7826</td>
<td>-</td>
</tr>
<tr>
<td>ADVOCATE SOUTH SUBURBAN HOSPITAL</td>
<td>17800 S KEDZIE AVE HAZEL CREST IL 60429-2047</td>
<td>-</td>
</tr>
</tbody>
</table>

Continue | Any location
COVID-19 VACCINE

Scheduling – first dose

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

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

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

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**Contact Information**

52 Stanton Court  
Schaumburg, IL 60193

If you do not have a required phone number, please enter all 5 in the field and enter your email address in the email field. We are working to improve the phone number fields and apologize for any inconvenience this may cause.

Make sure your contact information is up-to-date so we can contact you. Going somewhere for a while?

*Add a Temporary Address*

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**Details About Me**

- Preferred First Name (If not Legal name): 
- Sex Assigned at Birth
- Marital Status
- Ethnicity
- Religion
- Gender Identity
- Date of Birth
- Sexual Orientation
- Race
- Language
- Not entered

---

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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.

**This information is correct**

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

You're almost done...

Click the Schedule button if everything looks correct.

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

- **Wednesday March 24, 2021**
  - **Arrive by 4:45 PM**
  - **Starts at 5:00 PM**

Stiemke Auditorium COVID Vaccination Clinic
2799 W. Ogden Ave. Suite 100
Chicago, IL 60622
844-442-2584

**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 rooms can change, so check the information before you arrive. Stop by the information desk if you need help finding the room.

**PreCheck-in Requirement**

You will receive a notification in your smartphone app or website 3 days before your scheduled appointment. The notification MUST be completed prior to your appointment to be able 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

Reschedule appointment
Cancel appointment

Get ready for your visit!
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 Advocate Aurora, you’ll need to get your second dose at Aurora location.

View full instructions

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.