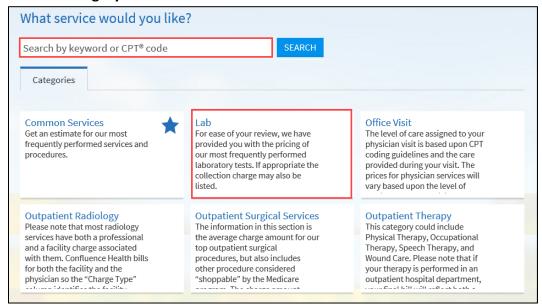
## Create Estimate in MyChart

- 1. Log into MyChart.
- 2. To start the estimate, select Get an estimate in the Quick Links section or go to Billing > Estimates.
- 3. Click \* CREATE A NEW ESTIMATE.
- 4. Search for the service in two ways:
  - Use the Search box and enter Key Word or CPT Code.
  - Select a Category and review available services. Click on the desired service to continue.



5. Select **USE MY INSURANCE** to create with the insurance on file or **DON'T USE INSURANCE** for a full price estimate.

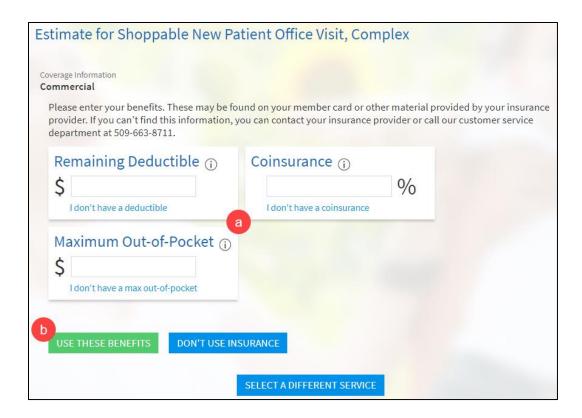


a. If the system cannot verify the insurance, enter your benefit information for Remaining Deductible, Coinsurance, and Maximum Out-of-Pocket.

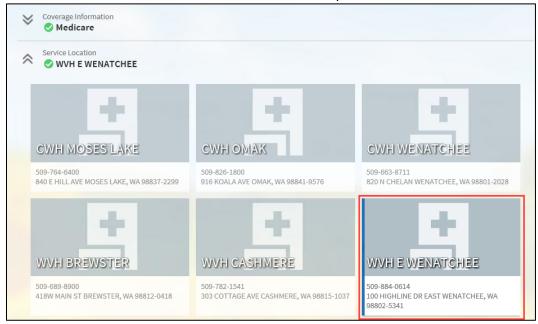


Hover over the ① for a description of the benefit.

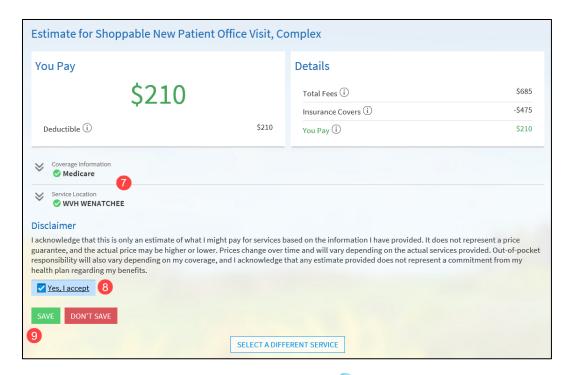
b. Select **USE THESE BENEFITS**.



6. Select the location tile of where the service will be provided.



- 7. Review the estimate.
  - ullet To change Coverage Information or Service Location, select the  $^{ imes}$  to open and edit.
- 8. When complete, check the box to accept the disclaimer.
- 9. Click Save.



- 10. To view or update the saved estimate, return to Get an estimate in the Quick Links section or go to Billing > Estimates and select the estimate.
- 11. Use the Reference # when inquiring about the estimate.

