New Member Checklist

- **Schedule a New Member Meeting & Building Tour** with the Member Liaison if you wish to discuss any questions you may have or transition of care to Yale Health.

- **Sign up for MyChart.** MyChart is your personal health record and online connection to your medical home. You can get an activation code at your first appointment, [online now](https://mychart.yale.edu), or call MyChart Support, 203-688-5101.

- **Complete a Request Access to Protected Health Information Form** for each member of your family to have copies of your medical records sent to Yale Health. Please send this form to the Health Information Management team.

- **Contact your primary care department and schedule your first appointment.** [Yale Health Department Directory](https://www.yalehealth.org/directory).

- **Contact the Yale Health Pharmacy** regarding information about refill requests, prescriptions transfers, and prescription coverage.

- **Complete an Adult New Patient Questionnaire** for each adult family member and a [Pediatric New Patient Initial Questionnaire](https://www.yalehealth.org/forms) for each child in your family.
  - These forms can be brought to your first appointment or sent directly to our Health Information Management team.

- **Complete an Insurance Update Form** if you or any of your dependents have an alternate insurance plan. Send this form to the Coordination of Benefits team at [Yale Health Billing](https://www.yalehealth.org/billing).