

Communicating with your doctor

If you have received this packet it is because your doctor has elected to enroll in RcopiaMU. This product offers you a new way to communicate with your doctor. This new way of communicating with your medical professional is very similar to your regular email with one BIG difference. You will now be able to send securely encrypted email style message to your doctor without the worry of it falling into unwanted eyes. It is important to understand that this new feature is **NOT** to be used in emergency situations. **It should only be used for none urgent communication.** The remainder of this document will walk you through logging into the RcopiaMU Patient Portal and how to send messages to your doctor as well as check for his or her response to you.

- 1) The first thing you must do is obtain your Username and Password. This information should have been provided to you with this document.
- 2) Once you have received your username and password you will go to the following website to log in
 - a. <https://app.wellcentive.com/DrFirst/>
 - i. It is important to note that the link must be entered exactly as it is seen above

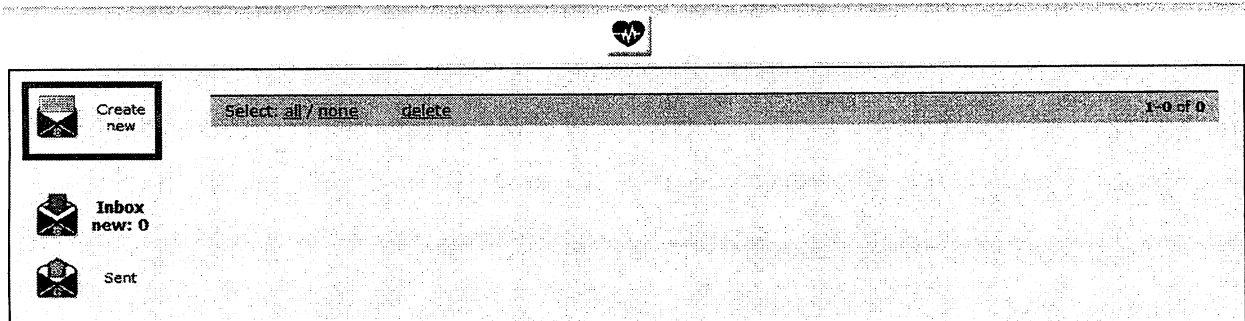


- 3) Once logged in you will select the Blue envelop in the upper right hand corner
 - a. For you to successfully send a message to you doctor, that doctors name must be listed in the 'Primary Provider' field of the 'Care Team Information' section

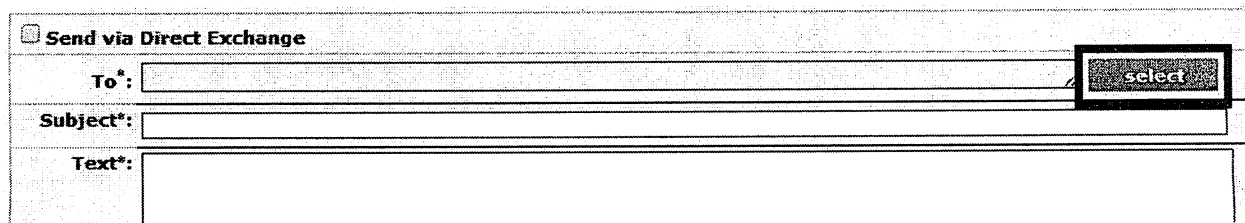
Care Team Information	
Primary Provider*	Sean Hand Doc - Internal Medicine
Other Providers	
Care Managers	

Fields with red asterisk are required.

- 4) After selecting the envelope you will be brought to your in box where you will select the 'Create New' link



- 5) You will then choose the 'select' button at the end of the 'To' line



- 6) Next you will search for your doctor by last name and select the box next to your doctors name, then select 'OK'

First Name:

Last Name:

Provider group :

Users Patients

User Name	Provider Group Name	All
Sean Hand Doc - Internal Medicine	RcopiaMU Demo Practice	<input checked="" type="checkbox"/>

- 7) You will then be able to add a subject and content to your message before sending it to your provider.

Send via Direct Exchange

To*: Sean Hand Doc - Internal Medicine (RcopiaMU Demo Practice) select

Subject*: Test Message

Text*: Test Message

Add Attachment Choose File No file chosen Remove
Upload More

Send

- 8) Your provider will receive your message the next time they log into RcopiaMU and be able to respond.
- 9) If you have any messages in your inbox, the envelope will glow yellow alerting you of a new message.

DrFirst Demographics Welcome, Test Patient

Test Patient: 25 (08/19/1988) Administrative Medical History Results Care Management Print reports

<p>Patient Information</p> <p><small>In order to save clinical data for a patient, the patient's basic demographic information must first be Submitted.</small></p> <p>First Name* <input type="text" value="Test"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name* <input type="text" value="Patient"/></p> <p>Suffix <input type="text"/></p>	<p>Core Team Information</p> <p>Primary Provider* <input type="text" value="Sean Hand Doc - Internal Medicine"/></p> <p>Other Providers <input type="text"/></p> <p>Care Managers <input type="text"/></p> <p><small>Fields with red asterisk are required.</small></p> <p>Advance Directives Information</p>
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- 10) You can then select the envelope to review your new message

Select: [all](#) / [none](#) [delete](#) 1-1 of 1

<input type="checkbox"/>		Sean Hand Doc	RE: Test Message	Jun 11, 2014 14:52
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Hello _____,

If you wish to electronically access your chart/records, you may. Simply go to the website listed below and enter in your login and password information.

Patient Access

URL: <https://app.wellcentive.com/DrFirst/>

Login: _____

Password: _____

Regards,