

Patient's Name: _____

DOB: _____

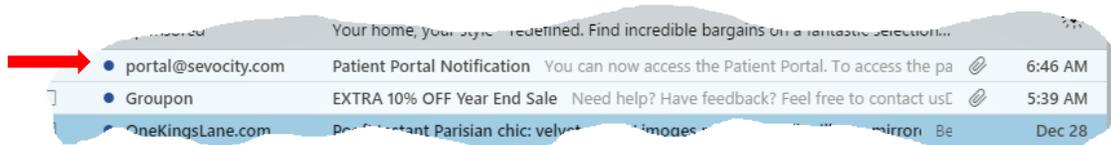
Email for portal alerts: _____

Cell Phone# for alerts: _____

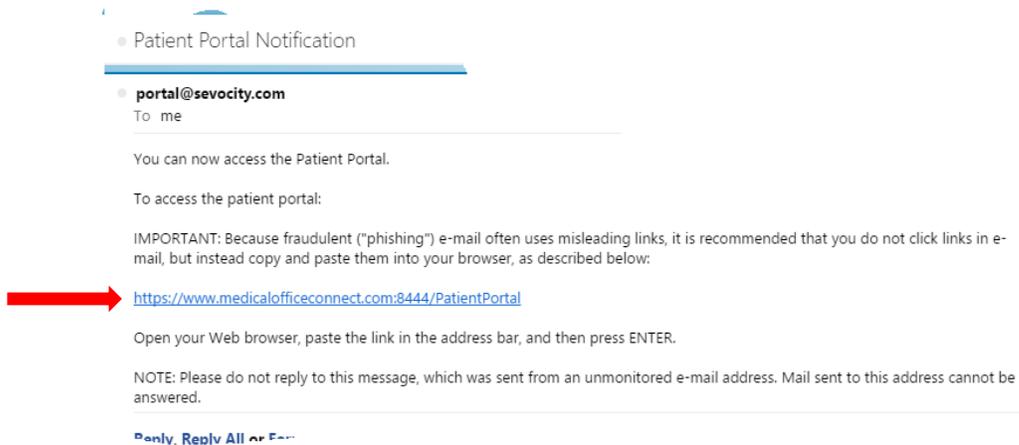
CONGRATULATIONS!!

You are now register to use our Patient Portal. The patient portal will allow you to communicate with our office via electronic messages when requesting refills, lab results, appointment requests, billing questions, etc. In return, our office will reply to those requests via the patient portal.

1. We have sent a message to the email address you provided us. Below is an example of the email



2. Once you open the email, copy and paste the link in the address line of your internet browser to access the Secure Website or you can simply click on the link.



3. The following is the webpage you will be directed to. To access the patient portal, we have assigned you a user name: _____. You have also been assigned a TEMPORARY password of _____.



4. Once you have hit the Sign In button, you will be prompted to change the password to your permanent password. Enter your new, permanent password in the first two lines, and 12345a in the 3rd line and click Save New Password to access the portal.

Please change your password.

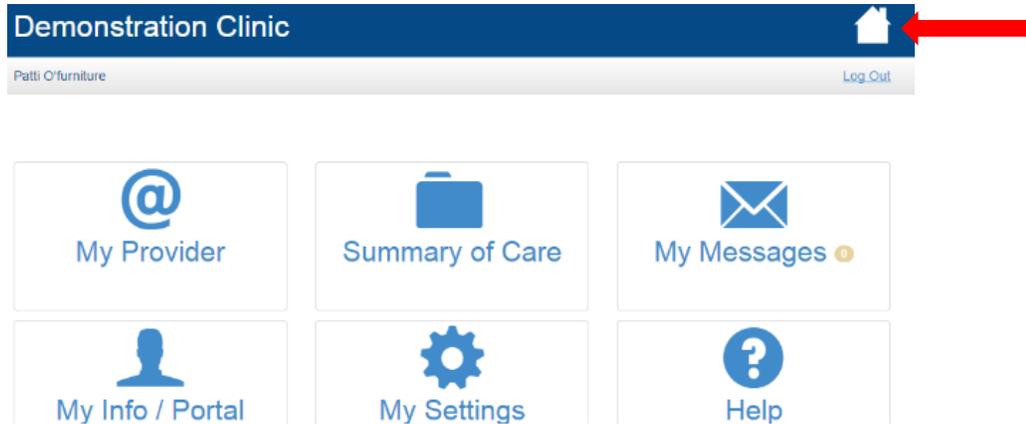
New Password

Verify Password

Current Password

Navigating the Patient Portal

** When the user wants to exit one section to go into another, the little House Icon at the top right, takes the patient back to the home screen**



- a. My Provider: this will give you the practice name, address, phone number, fax number, and the location of the practice on a map.
- b. Summary of Care: this will allow the patient to view their chart summary, current diagnosis, current medications, etc.
- c. My Messages: this will allow the patient to view, create and respond to electronic messages to/from the practice.
- d. My Info / Portal: this will allow the patient to view the demographic information the practice currently has, as well as see a history of their log in's to the portal.
- e. My Settings: this will allow the patient change the email they want portal messages to go to. The patient can also change their password under this section.

IF YOU EXPERIENCE ANY ISSUE WITH YOUR PORTAL, PLEASE CONTACT OUR OFFICE FOR ASSISTANCE.