

# Using the Patient Portal



The information in this document will guide you through the secured portal's most frequently-required functions. However, should you have other questions about using the portal, please contact the office.

## Creating a Patient Portal Account

You must create an account before you can access your data on the Patient Portal. If you allow us to use your email address, you will receive an email from us, which includes a link to the portal.

Your 4 digit temporary pin# will be provided to you from the office.

If you do not have each of these items, please contact the office.

### USING A WEB BROWSER:

1. Open the email from us with the subject "Notification for (PATIENT NAME) from Patient Portal".
2. Click on the *Portal* link, located at the bottom of the email.
3. Enter your choice for a Login ID, set your password, and enter the PIN# provided by the office.

Click the *ACTIVATE PASSWORD* button.

The Patient Portal is a tool that will allow you to view your medical history, fill out questionnaires before your visit, and communicate with us using secure messaging.

#### How to Login

Enter your own selected Login ID and Password, plus the PIN supplied to you by our office below. If you haven't received a PIN, please contact our office.

Login ID:	Password:	Confirm Password:
<input type="text"/>	<input type="text"/>	<input type="text"/>
PIN:		
<input type="text"/>		
<input type="button" value="ACTIVATE PASSWORD"/>		

## ← Patient Portal Welcome Screen & Login Page

4. After *ACTIVATE PASSWORD*, you will be taken to the *LOG IN SCREEN*. The Login ID will auto-populate with the login you created, enter your password, Click *LOG IN*

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#### How to Login

Enter the Login ID and Password provided to you by our office below. If you haven't received your login information please contact us by clicking here.

Login ID:	Password:
<input type="text" value="LOGIN ID JUST CREATED WILL DISPLAY"/>	<input type="text"/>
<input type="button" value="LOG IN"/>	<a href="#">FORGOT PASSWORD ?</a>

- **FORGOT YOUR PASSWORD** - Click *FORGOT PASSWORD*, enter Your Login, click *RESET PASSWORD*. Then check your email and follow the instructions to reset your password.

You will be redirected to the Portal's *Home* page. At this point, you have completed the Activation process.



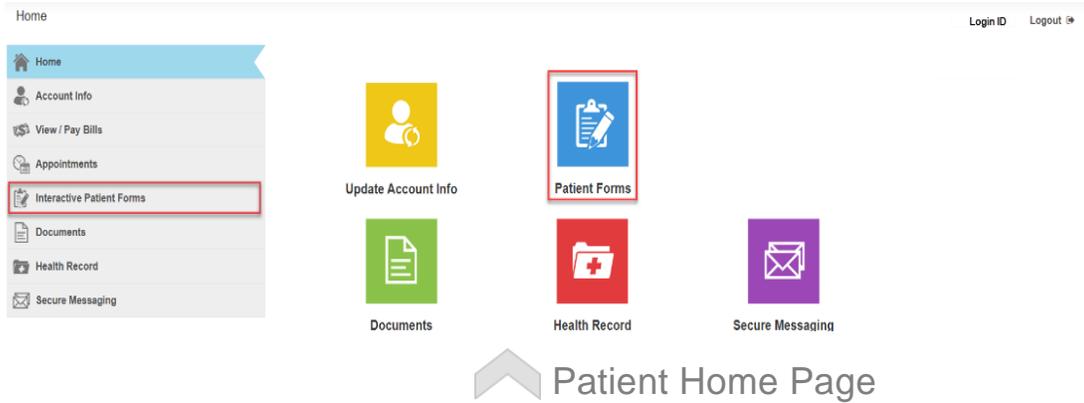
## Accessing Your Health Information

Once you have created your account, you may use the Patient Portal to Complete Patient Forms, view your Health Record, Update Account Information, Send/Receive Secure Messages, and view any Office Documents

Note: If you find any information to be inaccurate or incomplete, it is important that you promptly notify the office with any changes.

### Complete Patient Forms

1. Submit health information by clicking the *Patient Forms* link.
2. Follow the instructions and click the *Next* button at the end of each section.
3. Once all sections have been completed, click the *Submit* button.

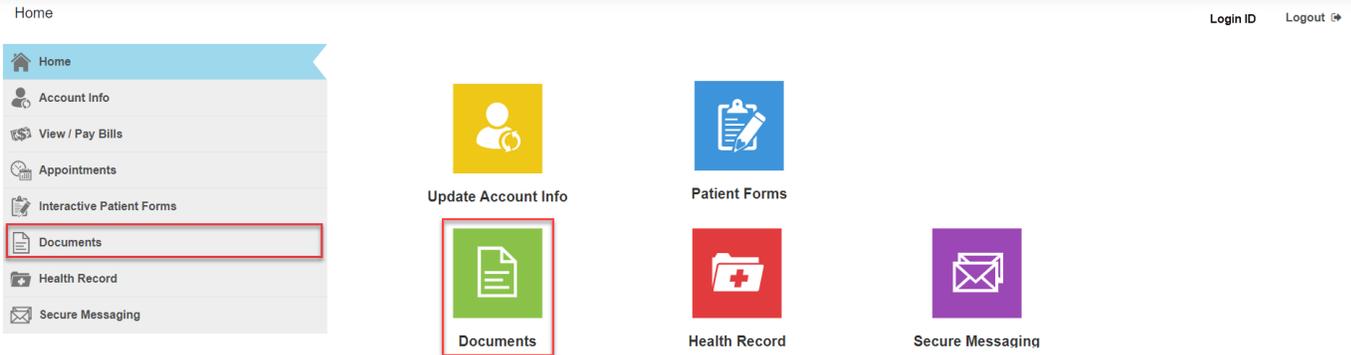


## Office Documents

The practice may have additional documents that need to be downloaded and/or printed. These might need to be filled out and brought to your appointment. If you have questions on what documents are needed please contact the office.

### Viewing Documents

1. From the Home screen click the lime green Documents Icon.  
\*or click Documents from the navigation menu on the left side of the window.



2. Click on the document to view/print/download

**IMPORTANT:** Downloading or saving your health information over a public network or shared device may impact the confidentiality of your healthcare information. Please take appropriate precautions to safeguard your data.