

In this document, you will learn what is stored within the Patient Portal. Utilize this guide to help you navigate the patient portal while gathering understanding of what patient's control outside of the office. By using the Patient Portal, patients can view their records, enter medical information, and send messages to their providers.

## Log on

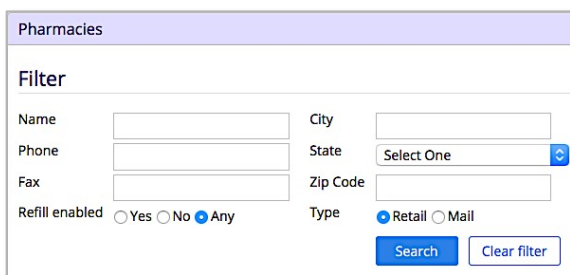
1. Type the URL below into a Mozilla Firefox browser window, **do not** type *www* or *https* in front of the URL.  
**Note:** If you do not currently have Mozilla Firefox on your computer, you can download it for free. We do not recommend using any other browsers.
2. Log in with the username and password created.

## Utilize the Patient Portal

Use the username and password to log in to the portal.

### Patient Info

1. **Contact Info:** Patients can view all of their contact information, but cannot make any changes.
2. **Insurance and Pharmacy:** Patients can view their Insurance information but cannot make any changes. They can however, add or change their preferred pharmacy.

Pharmacies

Filter

Name:  City:

Phone:  State:

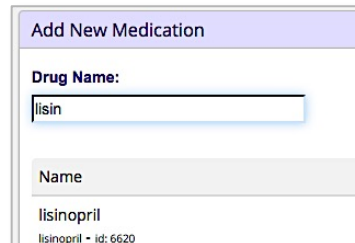
Fax:  Zip Code:

Refill enabled:  Yes  No  Any

Type:  Retail  Mail

3. **Medications:** Patients can *add* or *delete* medications they are currently taking.
  - To add a medication, begin typing the medication in the **Drug Name** field. Select the medication when it populates below. Then, you will choose the appropriate dose.
  - If there are no medications to add, select **Mark No Medications**

- To delete a medication, select *Delete* to the right of the medication.



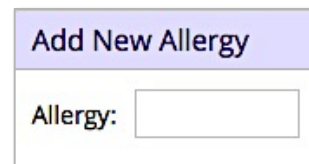
Add New Medication

Drug Name:

Name  
lisinopril  
lisinopril - id: 6620



4. **Allergies:** Patients can *add* or *delete* their current allergies.
  - To add an allergy, begin typing the allergy in the **Allergy** field. Select the appropriate allergy when it populates below.
  - If there are no allergies, select **MARK KNDA**
  - To delete an allergy, select *Delete* to the right of the allergy.

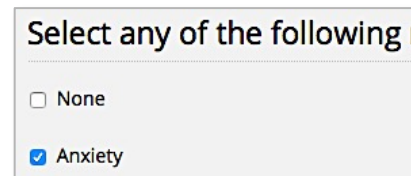


Add New Allergy

Allergy:



5. **Past Medical History:** Patients can *add* or *delete* their medical and surgical histories.
  - To add a condition, select the checkbox next to that condition.



Select any of the following

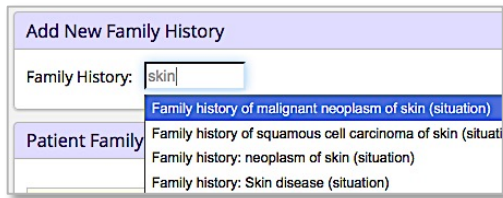
None

Anxiety

6. **Skin Disease History:** Patients can *add* or *delete* their skin disease history.
  - To add a condition, select the checkbox next to that condition
7. **Social History:** Patients can *add* or *delete* their social history.
  - Fill in the appropriate information.
8. **Family History:** Patients can *add* or *delete* their family history.
  - To add a condition, begin typing in the **Family History** field. Select the appropriate condition

when it populates below. Then choose the family member.

- To delete a condition, select *Delete* to the right of the condition.



- Problem List:** Patients can view a list of their diagnoses as well as an information sheet on each of those diagnoses. No changes can be made to this tab.

- To view more information on a condition, select the blue information bubble next to the condition

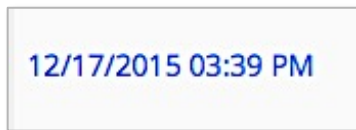


## Visit Info

Patients can view their *Visit notes*, *Educational handouts*, and any *Test results* the provider has posted.

### My Health

- To view records, select the date in blue.




- To view the Education Handout of that visit, select the **Patient Education** link.



### Test and Results

- Select the date in blue to view the pathology report.
- Select the blue information bubble to the right of the result, to view more information on this diagnosis.
- Select **Compose** to generate an Intramail to your provider.

Ask a Question	Date	Test	Result	Learn
<a href="#">Compose</a>	12/17/2015	Excision on superior mid forehead	Actinic Keratosis	

## Contact Us

Patients can send messages to their provider and receive messages from their provider.

- Select the date in blue to view the Intramail.
- Select **New Message** to generate a new Intramail to your provider

