



## Benefits



## Start

# Now!

With the portal  
you can...

Take an active role  
in your healthcare.

We have an interactive  
online portal designed  
specifically for you,  
our valued patient.

- Request appointments
- Check your results
- Send a message to our practice
- Update your personal medical records
- Log-on virtually anytime and anywhere
- Create a user name and password today
- Recommended for Internet Explorer (8 or higher) or Mozilla Firefox.



Contact:  
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## To Register...

- 1 Contact the office so we can send you an invitation email with a link and unique ID, that will take you through the registration process.
- 2 Click on the link in the invitation email to create a unique user ID and password.
- 3 Once registered, complete your medical, family and social history.
- 4 Click “send” to submit your information directly to our office.



## How to...

### **Send a message to our office?**

- Click on the “message” tab
- Click “new” and compose your message
- Remember to hit “send”

### **Receive messages through Patient Portal?**

- You will receive a notification email when you have a message waiting in Patient Portal
- Click on the “message” tab
- Click on “new messages” to view your messages

### **Update my personal information?**

- Click on “health summary”, then click on “update”
- Change the information you want
- Click on “send” to submit changes

### **Reset my Password?**

- Click on “my account/change password”
- Enter your username, DOB and registered email address

### **Access via API?**

- Practice ID: \_\_\_\_\_



## Questions...

### **Can I schedule my appointment online through Patient Portal?**

You may send a request to schedule your appointment and our practice will contact you.

### **Does Patient Portal allow me to send a message directly to your office?**

Yes, you may send a message directly to our office through Patient Portal. Select “clinical” for any type of questions related to your health. You can also send billing or other types of inquiries.

### **Can I refill my prescription through Patient Portal?**

No, you must go directly through your pharmacy in order to refill your prescription.

### **What do I do if my account is locked due to too many failed log-in attempts?**

Click on the “change password” tab and follow the instructions to create a new password.