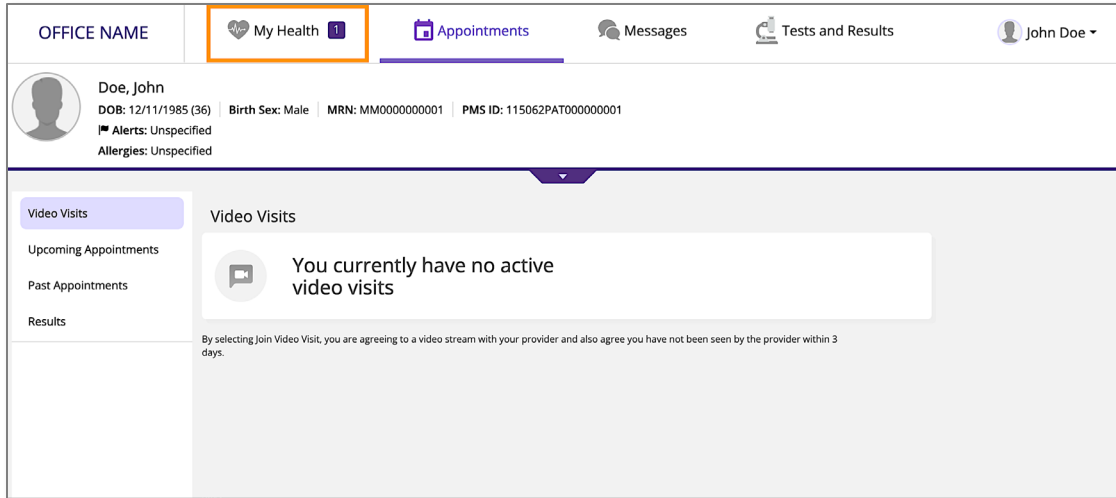


Prepare for Your Visit

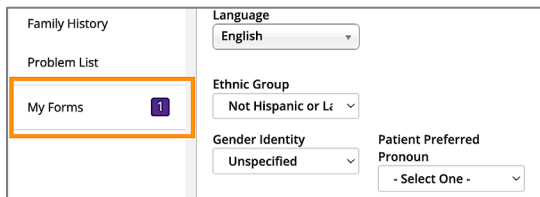
Complete Forms on the Patient Portal

Once you have activated your account, you may use the Patient Portal to complete visit forms and view your health information.

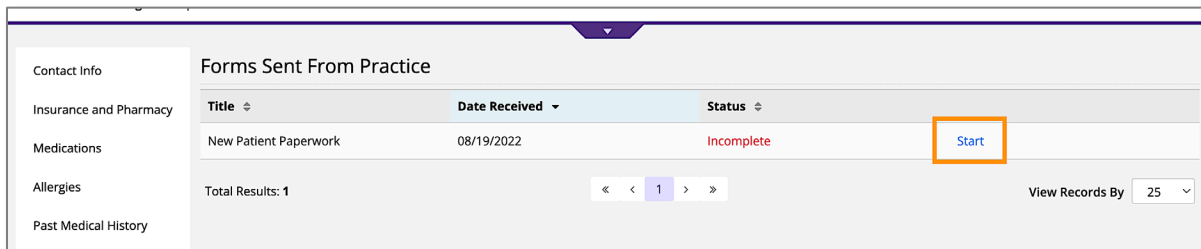
1. Once logged in to the Patient Portal, select **My Health** from the main navigation bar.



2. From the *My Health* page, select **My Forms**.

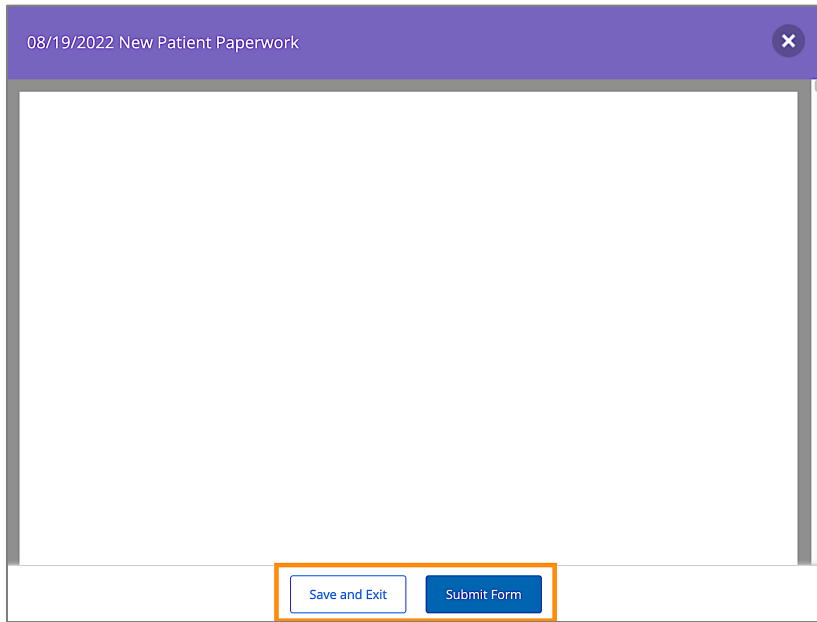


3. Any forms that have been assigned to you will be available to review and edit. Select **Start** to begin reviewing the forms and making applicable changes.



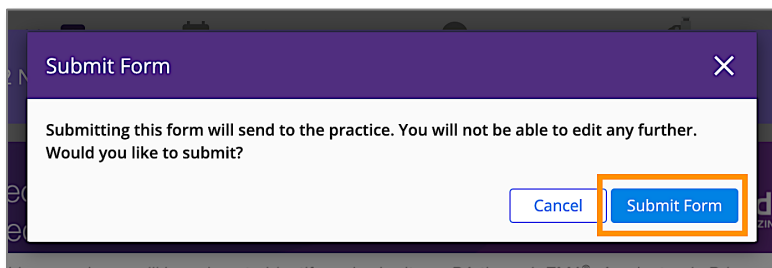
4. A pop-up window will appear with the specified form. You can place your cursor in the appropriate fields and enter the applicable information. You have the option to *Save and Exit* or *Submit Form*.

- **Save and Exit** - Marks the form In Progress and allows you to continue to edit.
- **Submit Form** – Closes the form and submits it to the office.



5. Once complete, select **Submit Form**.

You will receive a pop-up alerting you that you are submitting the form to the office and you will not be able to edit any further. When ready, select **Submit Form**.



Add or Update Medical Information

In this section, you will learn how you can verify your contact and insurance information, update your medical history, and add your preferred pharmacy.

1. Once logged in to the Patient Portal, select **My Health** and navigate through the sections to enter and/or update your *Medications*, *Allergies* and Past Medical History.

OFFICE NAME → My Health Appointments Mes

Doe, John
DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT000000001
Alerts: Unspecified
Allergies: Unspecified

Contact Info
Insurance and Pharmacy
Medications
Allergies
Past Medical History

My Contact

Patient Data

Patient Information

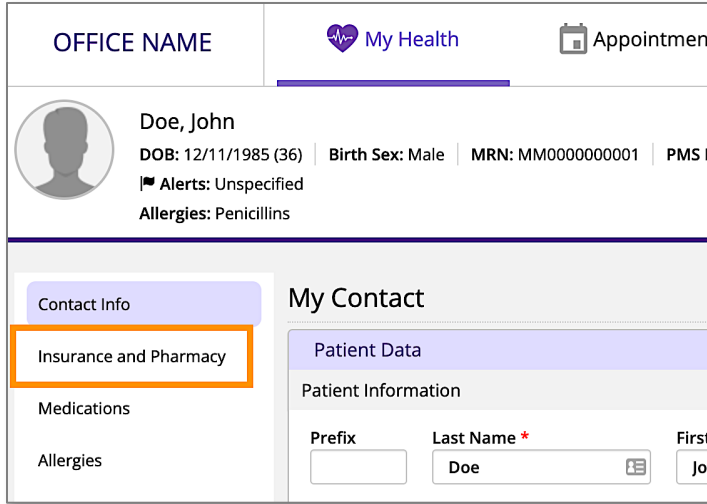
Prefix	Last Name *	First Name *	Middle
<input type="text"/>	<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text"/>
Marital Status		Previous Name	
<input type="text" value="Unspecified"/>		<input type="text"/>	

- **Contact Info** – View basic contact and demographic information.
- **Insurance and Pharmacy** – View insurance information and add or edit pharmacies. See below for additional instructions.
- **Medications** - Add or edit your medications list.
- **Allergies** - Add or edit your allergies.
- **History** – Add or update Past Medical History, Specialty-Specific History, Social History and Family History.
- **Tests & Results** - View any result that your medical provider has posted.

Add Your Preferred Pharmacy

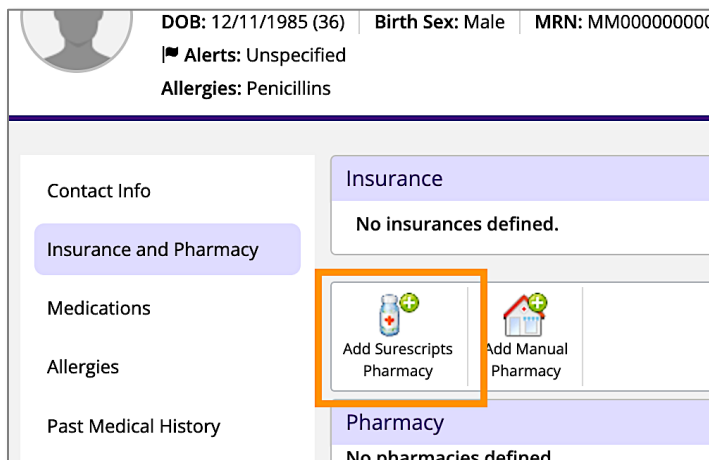
In this section, you will learn how to add your preferred pharmacy to your patient chart. Adding your pharmacy will assist our office with sending electronic prescriptions and medication refills.

1. From the *My Health* section of the portal, select **Insurance and Pharmacy**.



The screenshot shows the patient portal interface. At the top, there's a header with 'OFFICE NAME', 'My Health' (with a heart icon), and 'Appointment' (with a calendar icon). Below this is a patient profile for 'Doe, John' with fields for 'DOB: 12/11/1985 (36)', 'Birth Sex: Male', 'MRN: MM0000000001', and 'PMS'. There are also fields for 'Alerts: Unspecified' and 'Allergies: Penicillins'. A sidebar on the left contains menu items: 'Contact Info', 'Insurance and Pharmacy' (highlighted with an orange box), 'Medications', and 'Allergies'. The main content area is titled 'My Contact' and includes a 'Patient Data' section with 'Patient Information' fields for 'Prefix', 'Last Name *' (containing 'Doe'), and 'First' (containing 'Jo').

2. There are two options to enter your pharmacy information, *Add Surescripts Pharmacy* and *Add Manual Pharmacy*.
 - **Add Surescripts Pharmacy** (*try this option first*) – Allows you to search for registered pharmacies that are capable of sending and receiving electronic prescription requests.
 - **Add Manual Pharmacy** – If you were not able to find your preferred pharmacy through the Surescripts option, you can use Add Manual Pharmacy to manually enter pharmacy information to your chart. It is recommended that you first attempt to add a Surescripts pharmacy before using this method.
3. Select Add Surescripts Pharmacy.



The screenshot shows the patient portal interface with the 'Insurance and Pharmacy' section selected in the sidebar. The main content area is divided into two sections: 'Insurance' and 'Pharmacy'. The 'Insurance' section displays 'No insurances defined.' Below this, there are two buttons: 'Add Surescripts Pharmacy' (with a pharmacy icon and a plus sign) and 'Add Manual Pharmacy' (with a house icon and a plus sign). The 'Add Surescripts Pharmacy' button is highlighted with an orange box. Below these buttons is a 'Pharmacy' section that also displays 'No pharmacies defined.'

4. Use the *Filter* options to find your preferred pharmacy. Then, select **Search**.

Tip: Not all fields are required. Use any combination of the criteria to locate your pharmacy. Common search methods include *Phone* number only, or *Name* and *Zip Code*.

Add ePrescribing Pharmacy

Pharmacies

Filter

Name City

Phone State

Fax Zip Code

Refill enabled Yes No Any Type Retail Mail Any

Store Name Phone Fax Address City

5. Locate the pharmacy in the list of results by verifying the name and address. Once found, select the blue *Store Name* to add the pharmacy.

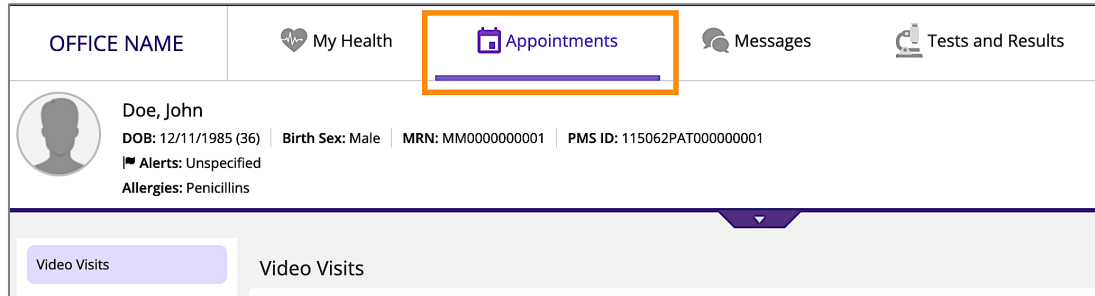
Store Name	Phone	Fax
#003 Eastway NY Test UAT	5852392059	5852392044
#008 Mt Laurel NJ Test UAT	5852392059	5852392044
#016 Fairfax VA Test UAT	5852392059	5852392044
#040 Woodmore MD Test UAT	5852392059	5852392044

Access Your Medical Records

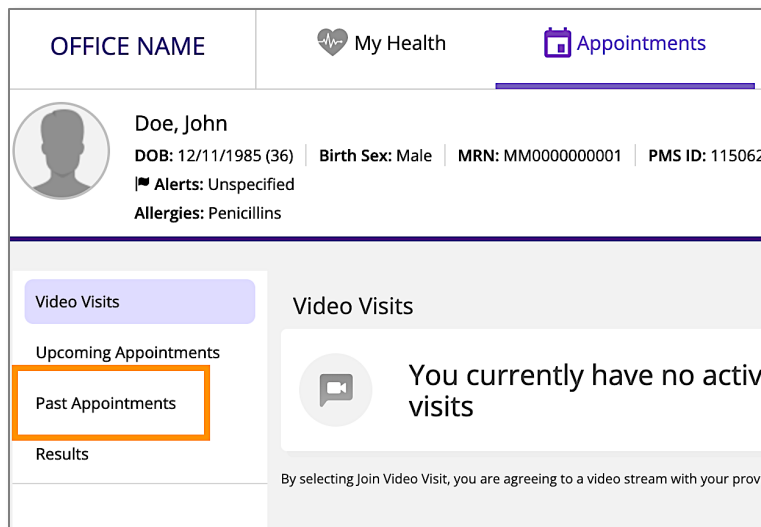
View, Download, and Print Your Visit Notes

The Patient Portal allows you to access your medical records, including completed visit documentation from your doctor or other qualified healthcare provider. The following instructions will guide you through how to locate these records within the portal.

- Once logged in to the portal, select **Appointments** from the main navigation bar.



- Select **Past Appointments**.



8. From the *Visit Date* column, select the blue hyperlink for the visit documentation you would like to view.

OFFICE NAME | My Health | Appointments | Messages | Tests and Results

Doe, John
 DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT000000001
 Alerts: Unspecified
 Allergies: Penicillins

Past Appointments

Start Date: End Date:

Visit Date	Attendees	Impressions	Location
Monday, Aug 22, 2022 11:11 am EDT	Primary Provider & Primary Billers: Doe, Jane	Headache (R51.9)	Office

Page 1 of 1 | 5

Note: If the visit link is in plain black font, this means the visit is not ready to be viewed. Check back later or contact our office.

9. Your internet browser's PDF viewer should open the document for you to view. You should also have options to download or print the document.

Go Back to Visits

View Note | View Enc. Form | View Handout | Patient Education

EMA_20220822T151126_0000_MRNMM0000000001_P... | 1 / 1 | 100% | [Download] [Print]

Doe, John
 PMS ID: 115062PAT000000001 | Sex: Male | DOB: 12/11/1985 | MRN: MM0000000001

Visit Note - August 22, 2022

Allergies
 Penicillins

Medications
 gabapentin 100 mg Oral - capsule
 sertraline 50 mg Oral - tablet
 lisinidine 2 mg Oral - tablet

Medical History
 Anxiety disorder
 Chronic pain
 Depressive disorder

Social History
 EOH 1-2 drinks per day
 Smoking status - Never smoker

Chief Complaint: headache

HPI: This is a 36 year old male who is being seen for a chief complaint of headache located all throughout the head. He has headaches that are described as dull pain and throbbing, and moderate in severity. The headaches have been present for months. The headaches developed gradually.

Exam:

General Appearance
 Appearance: well developed and nourished
 Orientation: Alert and oriented to person, place, time.
 Mood: mood and affect well-adjusted, pleasant and cooperative, appropriate for clinical and encounter circumstances

Impression/Plan:
 1. **Headache**
 Headache, unspecified (R51.9)
 Pain Intensity: 4.0 - 4/10 Pain
Plan: Counseling - Headache Symptom.
 Please refer to the education handout for detailed counseling.
Plan: Prescription.
 ibuprofen 800 mg tablet PO

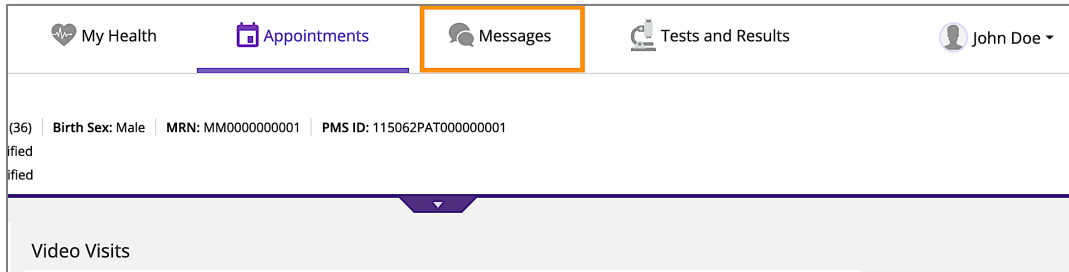
Communicate with Our Office

Send a Portal Message to Our Office

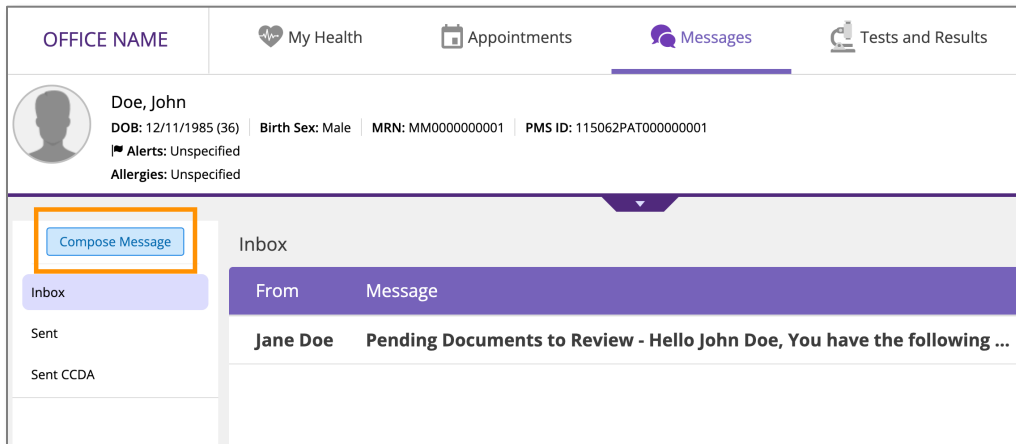
The Patient Portal provides a self-contained method of communicating with our office using secure messaging protocols.

Note: If you are experiencing a medical emergency or need immediate assistance, please call 911.

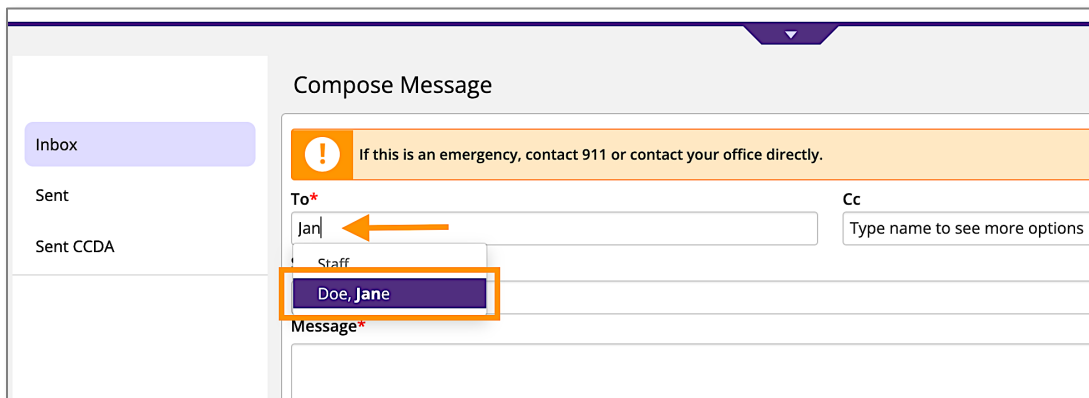
1. Once logged in to the Patient Portal, select **Messages** from the main navigation bar.



2. Select **Compose Message**.



3. Enter the recipient into the *To* field. **Tip: If you start typing the first few letters of the recipient's name, it will narrow the list and allow you to find them more quickly and easily.**



4. Enter the subject of the message into the **Subject** field.
5. Enter your message into the **Message** field.
6. When you are ready to send your message, select **Send**.

Read and Reply to Portal Messages

Our office may send messages to you through the portal. These messages could include documents; such as test results, or just a general message regarding your care. Follow these steps to view and/or reply to a portal message.

7. Log in to the Patient Portal and select **Messages** from the main navigation bar.

8. To read a message, select anywhere in the corresponding line.

The screenshot shows a patient's profile at the top with fields for My Health, Appointments, Messages, and Tests and Results. The patient's name is John Doe. Below the profile is an 'Inbox' section with a table of messages. The first message is highlighted with an orange box. The table has columns for 'From', 'Message', and 'Received On'.

From	Message	Received On
Jane Doe	LAB RESULTS - Hello John, We received your lab results. Everything ...	08/19/2022 05:02 PM
Jane Doe	Pending Documents to Review - Hello John Doe, You have the following ...	08/19/2022 02:21 PM

9. To reply to a message, select **Reply** or **Reply All**.

The screenshot shows the 'Message Details' view for the selected message. It includes fields for 'From', 'To', 'Cc', 'Subject', and 'Attachments'. The 'From' field is highlighted with an orange box. Below the message content are buttons for 'Reply', 'Reply All', and 'Forward'.

From: Jane Doe
To: John Doe
Cc: Medical Assistant

Subject: LAB RESULTS
August 19, 2022 8:02:49 PM

Attachments:
JohnDoeLabs.pdf (293.0k)

Hello John,

We received your lab results. Everything came back within normal limits.

I've attached the results for reference. We will discuss them in more detail during your follow-up. Until then, continue the medications and call the office if it gets worse.

Dr. Doe

Reply **Reply All** Forward

10. Enter your response into the *Message* field, then select **Send**.