Patient Portal - Quick Reference Guide For Patients

Accessing Patient Portal

- Click on the registration link provided in the email invitation
- Follow the steps as instructed
- Click on the Patient Portal link provided in the email confirmation after you have completed registration.
- Enter your **Username** and **Password**

View Your Health Information

- Navigate from the Menu bar to **Documents**
- Select a Document
- View Document Tab: Summarization of health information document
- View Resources Tab: Select a topic (medication, problem) to view educational information on MedLine plus
- View Demographics Tab: View patient demographics, event details and care provider associated with the event

Email Your Provider

- Navigate from the Menu bar to **Mail**
- Click on the icon [New] and enter provider's email address (provider will supply email address)
- Compose your message and click **Send**

Shared Files

Share resources between you and your provider using shared files. Your provider will have access to files you upload here, and files your provider uploads will show up in this list. Patient Portal user may remove or edit only the files the patient portal user has uploaded. A Patient Portal user may NOT edit or delete a file the provider has uploaded.

Disclaimer: If you upload and share a file, such as an advance directive, and subsequently remove that file, that file will no longer be accessible by a healthcare provider.

- Navigate from the Menu bar to **Shared Files**
- Click on **Share a New File**
- Select a file to upload from your computer
- Enter Title
- Select correct Category for your document (Advance Directives or Health Information
- Click **Share** or Cancel

View Your Circle of Care

- Navigate from the Menu bar to **Circle of Care**
- View the care representatives linked to your account

Menu and Symbols

Documents
- Document
- Resources
- Demographics

Mail
- Inbox
- Draft
- Sent
- Trash

Appointments: INACTIVE

Shared files
- Shows flies shared by you, your representatives and provider

Circle of Care
- Shows a list of patient representatives who can view the patient's health information

⚙
- Change password
- Log Out

Additional Information

For detailed information regarding the use and features of Patient Portal, please reference the Patient Portal User Manual for Patients.
Please contact the Help Desk for technical assistance.