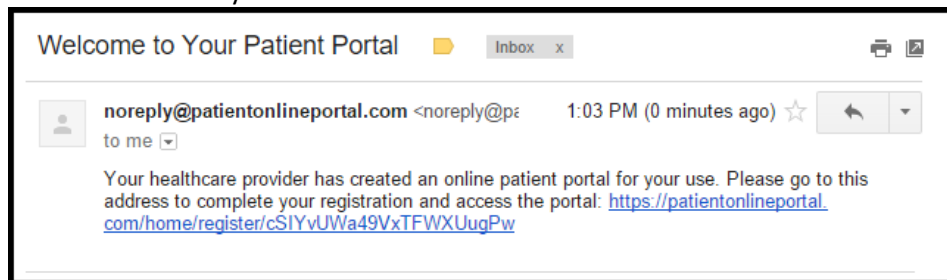


Patient Portal Instructions

1. Click the link in your email invitation.



2. Click the **Register** button.

The 'Patient Portal' header is at the top. Below it is a 'Register' heading. A light blue message box says: 'You have been invited to access the Patient Portal. If you are already registered. Please log in with your existing username and password.' Below this is a 'Login' button. Another light blue message box says: 'Otherwise, please register by clicking the button below.' At the bottom is a 'Register' button.

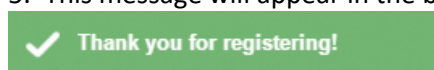
3. Fill out the registration form.

Note that your password must be a minimum of 8 characters and have at least two of the following: numeric, uppercase, special characters.

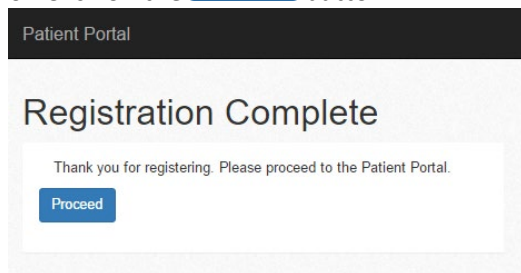
The 'Patient Portal' header is at the top. Below it is a 'Register' heading. The form has three fields: 'Username:' with the value 'JaneDoePatient', 'Password:' with masked characters, and 'Confirm Password:' with masked characters. A yellow box provides password requirements: 'For your protection we require a secure password. Passwords must be at least 8 characters and must include at least 2 of the following: • Both uppercase and lowercase characters • One or more numbers • One or more special characters'. At the bottom are 'Register' and 'Cancel' buttons.

4. Once completed, click the **Register** button.

5. This message will appear in the bottom right of the web browser indicating that registration was successful.

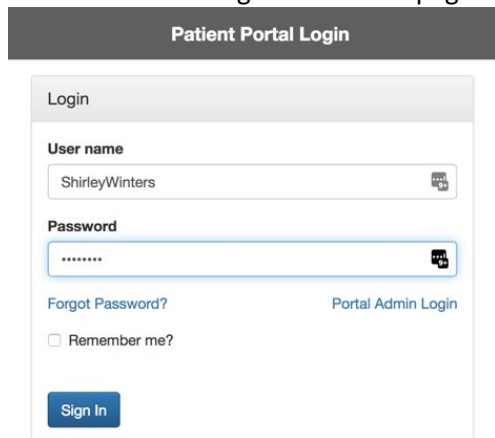


6. Click on the **Proceed** button.



The screenshot shows a dark header bar with the text "Patient Portal". Below it, a light gray box contains the heading "Registration Complete" in a large, bold font. Underneath the heading, a message reads: "Thank you for registering. Please proceed to the Patient Portal." At the bottom of this message box is a blue button labeled "Proceed".

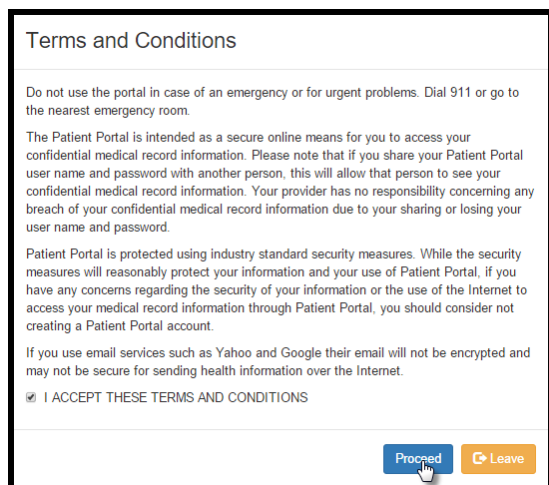
7. You will be brought to this webpage. Type in User name and Password. Click the **Sign In** button.



The screenshot shows a dark header bar with the text "Patient Portal Login". Below it is a white login form. The form has a "Login" title. It contains two input fields: "User name" with the text "ShirleyWinters" and "Password" with masked characters "*****". Below the password field are two links: "Forgot Password?" and "Portal Admin Login". There is a checkbox labeled "Remember me?". At the bottom of the form is a blue button labeled "Sign In".

8. After clicking **Sign In** for the first time, you will be presented with the portal's Terms and Conditions (see screenshot on the following page). Please read this information, click the checkbox to indicate your acceptance, and then click the **Proceed** button.

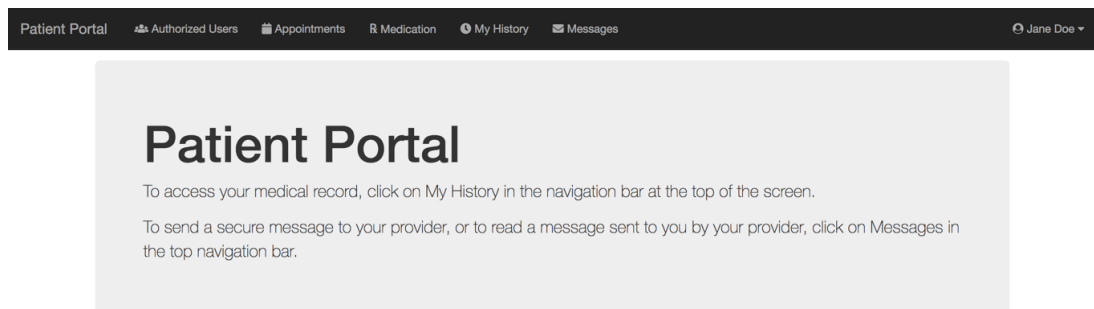
Note: If you have forgotten your password, you can reset it by clicking on the Forgot Password? Link on the Patient Portal login page or you can contact your provider's office. They can also reset your portal password for you.



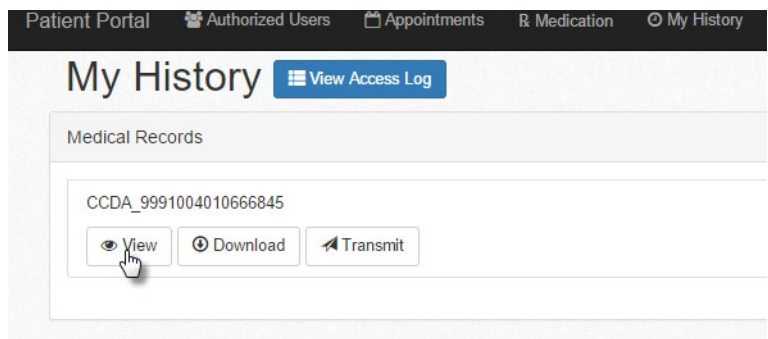
The screenshot shows a white box with a black border. At the top, it has the heading "Terms and Conditions". Below the heading, there is a paragraph of text: "Do not use the portal in case of an emergency or for urgent problems. Dial 911 or go to the nearest emergency room." This is followed by two more paragraphs of text explaining the purpose and security of the Patient Portal. At the bottom of the text area, there is a checkbox that is checked, with the text "I ACCEPT THESE TERMS AND CONDITIONS" next to it. Below the checkbox are two buttons: a blue "Proceed" button and an orange "Leave" button.

Patient Portal Instructions

9. After clicking the **Proceed** button, you will be at the portal's main screen. From here, you can create authorized users, see appointments, medication, access your medical history, or send secure messages to your provider.



10. To access your Medical History, click **My History** in the black bar at the top of the screen. You will arrive at this screen:



11. To view your medical record, click the **View** button. A sample medical record is shown on the following page.

If you want to send your medical record to another provider, click the **Transmit** button and enter the secure email address where you would like to send the information. *The email address must be one which uses the Direct protocol for transmission, otherwise your message will not be received by the provider (the email address must have the word "direct" in it after the @ sign).*

Summarization of Episode Note

Patient	Jane Doe		
Date of birth	June 18, 1986	Sex	Female
Race		Ethnicity	
Contact info	Primary Home: Rutland, VT 05701, US Tel: 802-773-7821	Patient IDs	1000010662531 97620e6f-534c-4e76-b76f-4308bcf08b7b

Document Id	4-2-035890800044-2969379-14095-263341517606490 97620e6f-534c-4e76-b76f-4308bcf08b7b		
Document Created:	January 13, 2016		

Performer	Joy MacLauren, QA
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Author	Joy MacLauren
Contact info	2525 S Downing St South Park, CO 80210-5817, US Tel: (303) 778-1955

Document maintained by	South Park
Contact info	Work Place: 2525 S Downing St South Park, CO 80210-5817, US Tel: (303) 778-1955

MEDICATIONS

Medication	RxNorm Code	Start Date	End Date	Status
Lexapro	352273			Completed

PROBLEMS

Problem Name	Snomed Code	Start Date	End Date	Status
(F43.10) Post-traumatic stress disorder, unspecified				Active

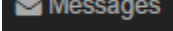

ENCOUNTERS

Date	Diagnosis
1/13/2016	◦ (F43.10) Post-traumatic stress disorder, unspecified(SNOMED:)

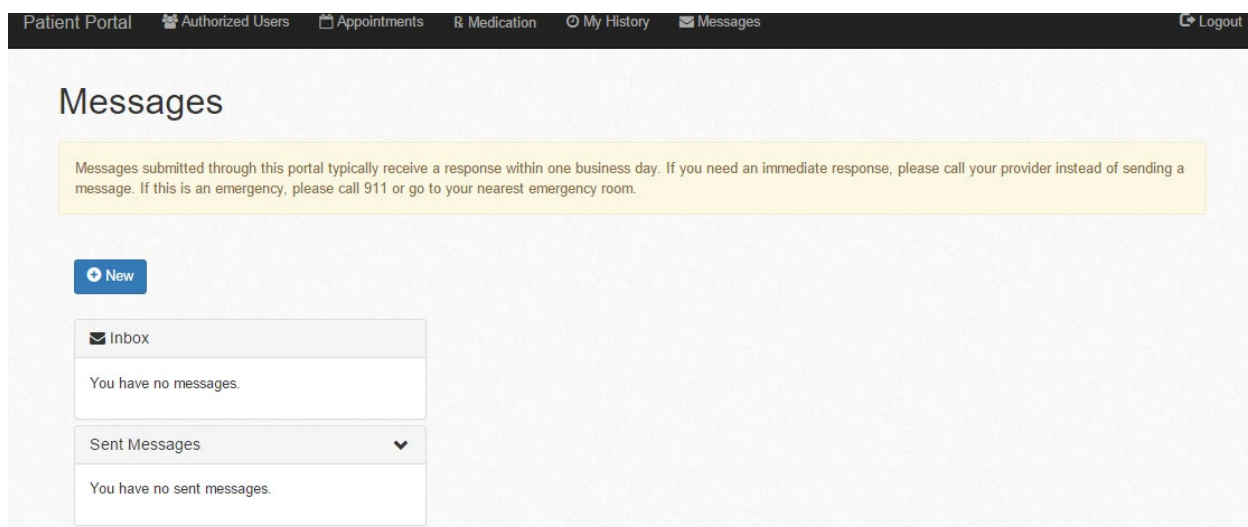
PROCEDURES

FUNCTIONAL STATUS

Functional Status
Exam: Examination of Ms. Doe reveals her to have no apparent serious mental status abnormalities. She is normal in appearance with age appropriate dress and grooming and she appears to be her stated age. Neither depression nor mood elevation is evident. Her speech is normal in rate, volume, and articulation and her language skills are intact. She convincingly denies suicidal and self injurious ideas or intentions. Homicidal or assaultive ideas or intentions are also denied. Hallucinations and delusions are denied and her behavior is generally appropriate. Associations are intact, thinking is basically logical and thought content is appropriate. There are no signs of cognitive difficulty, based on vocabulary and fund of knowledge. Memory is intact for recent and remote events and the patient is oriented to time, place, and person. There are no apparent signs of anxiety. A normal attention span is in evidence and she exhibits no signs of hyperactivity. Insight and judgment appear intact.

12. To send a secure message to your provider, click on  in the black bar at the top of the screen. Then click the  button.

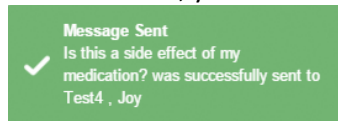
Patient Portal Instructions



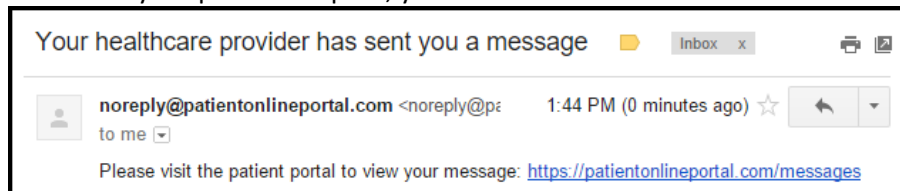
13. Compose your message, select your provider's name using the dropdown arrow at the right of the To: field, then click

The screenshot shows the 'Compose Message' form. It includes a 'Send' button at the top left. The form fields are: 'Topic:' with a dropdown menu set to 'Medication'; 'To:' with a dropdown arrow on the right; 'Subject:' with the text 'Is this a side effect of my medication?'; and 'Body:' with the text 'I have been feeling very tired, dizzy, and nauseated since I started taking the medication you prescribed. Should I continue taking it?'. At the bottom, there are 'Send' and 'Discard' buttons.

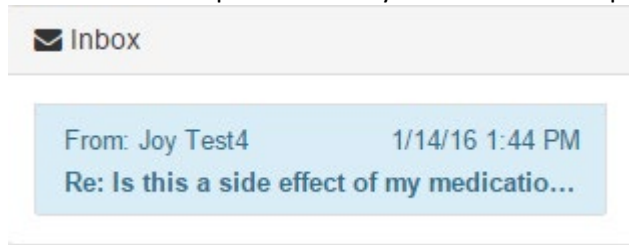
14. Once sent, you will receive a message in the bottom right of the webpage.



15. When your provider replies, you will receive an email alert to check the portal for the secure message:



16. Click the link provided and you will see the response in your inbox. Click on the response to read.



17. If you want to authorize someone else to access your portal account, click on **Authorized Users** in the black bar at the top, then click **New** to send them an invitation to register.

