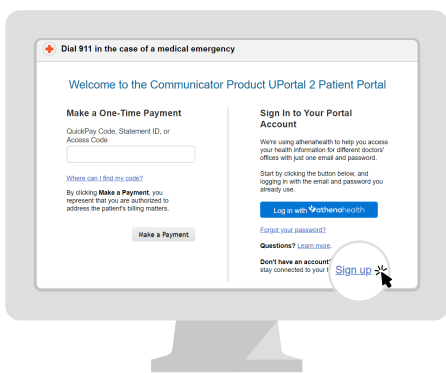


Couldn't register for the Patient Portal in our office today?

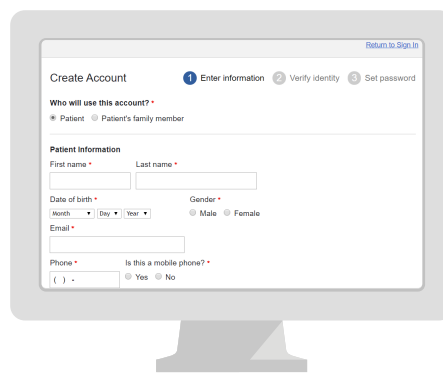
Follow these 4 easy steps to register at home.

If you receive a temporary password in the office today, make sure you complete your portal registration before leaving the office because this password will expire.



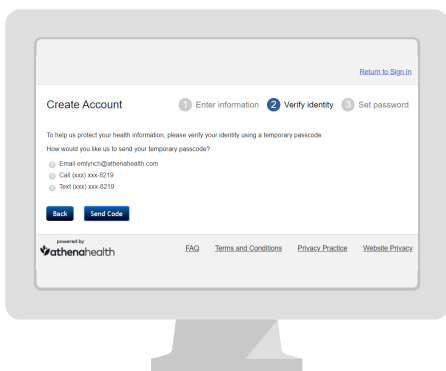
Step 1

Go to our Patient Portal.
Click **Sign up today** to create a new account.



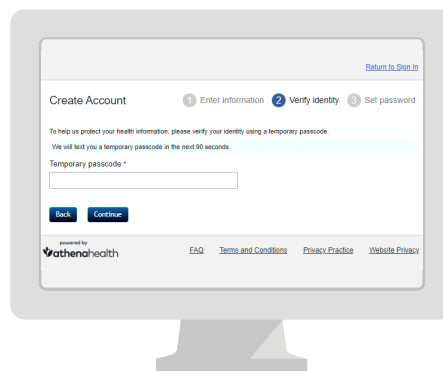
Step 2

Enter your **name, date of birth** and **contact information**.



Step 3

We will send you a temporary passcode by email, call or text.
Enter the **temporary passcode**.



Step 4

Create your new **password**.
Your password must be 8-20 characters and include one upper and one lowercase letter and one number or symbol.

The Patient Portal

How to sign up — and why you should

The online Patient Portal is the one place you need to go to manage your health anytime, anywhere. Schedule appointments, send messages or refill requests to us, and view your tests results and billing online without having to schedule an appointment or wait on the phone.

Features of the Patient Portal

Web Scheduling

Schedule or change appointments online 24/7. No phone tag. No hold music. Just a confirmation in 1 minute instead of 8.

Private Messaging

Communicate privately with us any time of the day or night with secure messaging.

Refill Requests

Request prescription refills online without having to take time out of your day.

Test Results

See your lab results and health history instantly without scheduling an appointment.

Online Billing

Pay your bills with a click instead of a check and save your billing information on file for further use.

How do I sign up?

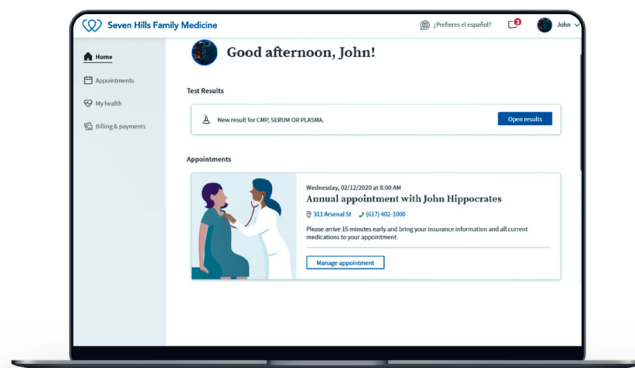
- Sign up here in our office.
- Sign up from the email invitation you received from us.
- Sign up at our website: _____

Let us know how we can help you create your Patient Portal account!

Sign up for the patient portal to manage your health.

Sign up for the patient portal to:

- ✓ Easily pay your bill
- ✓ Message us anytime, anywhere
- ✓ View test results on your time
- ✓ Schedule your next appointment
- ✓ Prepare for your next appointment by filling in your registration information
- ✓ Conveniently manage your health information



Signing up is easy.

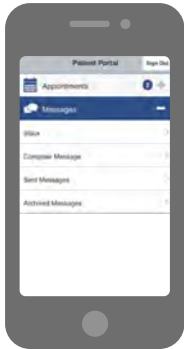
1. Go to our Patient Portal. You can get this link from a previous email sent by our practice, from our website, or from a staff member.
2. Click “Sign up today” to create a new account. Please note that some communications may allow patients to skip steps 2-4 and go right to creating their password.
3. Enter your name, date of birth, and contact information.
4. We will send you a temporary passcode by email, call, or text. Enter the temporary passcode and click “Continue”.
5. If you are a new patient, select your provider and location. Existing patients can proceed to step 6.
6. Create your new password. Your password should be 8-20 characters and include at least one uppercase and one lowercase letter and at least one number or symbol.
7. Bookmark the patient portal login page for easy access.



Note: You can also provide caregivers or guarantors access to your patient portal account! You can invite them from your patient portal. Just log in, click your name in the top right corner, and from there, “My Profile.” A series of tabs will populate at that top; click “Family Access” to begin. If needed, you can also call us, and we can send your designated point of contact an invitation.

Send attachments through the mobile Patient Portal

Please follow the below instructions to send one or more secure attachments to your provider through the Patient Portal mobile web browser.



Step 1

Compose a message

1. Sign-in to the Patient Portal on your mobile device.
2. Tap **Messages**.
3. Tap **Compose Message**.



Step 2

Fill out key information

1. **Provider:** This dropdown will populate providers that you have an upcoming scheduled appointment with as well as providers you have seen in the past.
2. **Location:** Select the location for the provider you're messaging. The options in the Location list are the departments the providers work in and is used to route the message to the appropriate receiver.
3. **Message Type:** Select the type of message, such as Medical question, from the options provided in the dropdown.
Note: Based on the message type you select, other fields may appear. For example, if you select "Prescriptions and refills" a field for "Prescription" appears with a list of options from your medication list.
4. **Subject:** Enter a brief summary of the purpose of your message.
5. **Message:** Enter your message details.



Step 3

Add attachments and send

1. Tap **Attach files**, then select the appropriate file from your mobile device.
Note: You can attach up to 10 files, but you must attach each individually. If you attach the wrong file, you can delete it before tapping Send message.
2. Tap **Send message** when you're done. The message is routed to the appropriate provider, and you'll receive a Message sent! confirmation.

Please do not attach password protected files.

Paying bills

Life gets busy. Paying your bills should be easy.



We make paying your bills easy, by meeting you where you are and offering multiple ways to pay:



Email

In a couple of days, you'll receive an email from our office with your bill information and an option to pay.



Mail

Prefer a hard copy? We've got you covered. Within a couple of weeks after your appointment, you'll receive a letter in the mail with instructions on how to pay and a unique code you can use to access your bill.



Patient Portal

You can log into your Patient Portal to pay your bill anytime. Talk to us about signing up!