

INSTRUCTIONS TO THE PATIENT PORTAL

YOU WILL RECEIVE AN EMAIL FROM THE PATIENT PORTAL.

Please click on the link to register. You will be asked for a security code this will be the year of birth of your youngest child. (example: 2004)

Once you are registered and logged in you will see your information first. You are called the proxy since the child is not 18 yet. If your child is 18 or older the patient will need to be signed up with their email.

There is a drop down box that says Hello “your name” at the top where you can pick which child you would like to view their information. Not all information is allowed in the patient portal. You will be able to view past appointments, current medications, vitals, immunizations and other documents. You will be able to request a current active medication that is listed, request a non-urgent/non-ill appointment (example: sport physical, well-child or follow-up) When requesting any of these please allow 48 to 72 hours for our office to process your request. You will either get a return message via email or by phone.

Please watch the tutorial at the beginning once you have logged in. There will be limited staff at our office to help you. Watching the tutorial will help you with most all questions.