

Quick Reference Guide: Your New PHR Portal

This guide provides instructions for how to access and use your new Patient Health Record (PHR) Portal. You can continue to download documents from your new PHR portal. New features will also allow you to:

- authorize others to access your PHR Portal
- receive messages from your provider
- send a message to your provider (non-urgent, non-emergency messages only)

You will receive an new username with a temporary password in an email from us. Please call the office if you did not receive your new username and password.

The old PHR Portal will be removed and your old username and passphrase will be disabled when the new PHR Portal is implemented. Previously uploaded document should be in your new PHR Portal. Please contact the office if there is a missing older document you need access to.

Access Your New PHR Portal

1. Click on the link in the email to go to the log in screen.
 2. Type your new username in the Username field.
 3. Type your temporary password in the Password field. Password is hidden.
 4. Click the Log in button. Result: You receive an Alert informing you that you must reset your temporary password and enter the patient's date of birth to continue.
 5. Click Continue to close the message box. Result: The Change Password page opens.
 6. Type your temporary password in the Previous Password field.
 7. Make up a new password and type it in the New Password field.
- NOTE: Password must be at least 8 characters.
8. Type your new password again in the Confirm new password field.
 9. Click the Change Password button. Result: Your PHR Portal opens.



NOTE: Next time you log in, you must use the new password.

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PHR Documents

This is the list of documents in your PHR Portal.

Click on one to download it to your computer to save and view it.

You will be notified via email whenever a new document is sent to your PHR Portal.

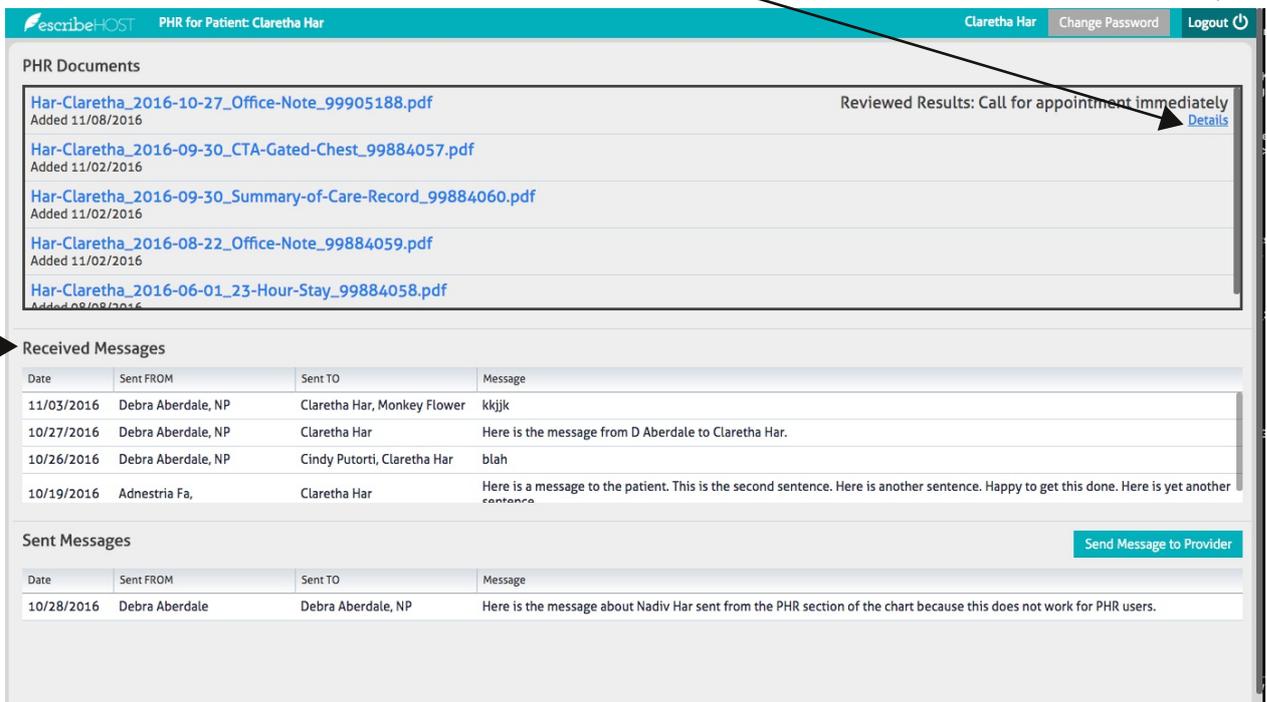
Results Status Messages

Text to the right of a document indicates your provider sent a result status message about that document. Read this carefully as it may contain instructions to call the office for an appointment.

Click the [Details](#) link to view the full message and to see who sent it.

Logout

Click the Logout button to exit your PHR Portal securely.



Received Messages

This is the list of all messages you and your designated representatives have received from us.

Sent Messages

This is the list of non-urgent messages you sent to your health care provider.

Click the [Send Message to Provider](#) button to open the popup (see image to the right) to create your message.

Type your provider's last name in the "Provider Recipient" box and click on the correct name.

Type your message in the "Message" box.

Click the [Send](#) button to send your message.

