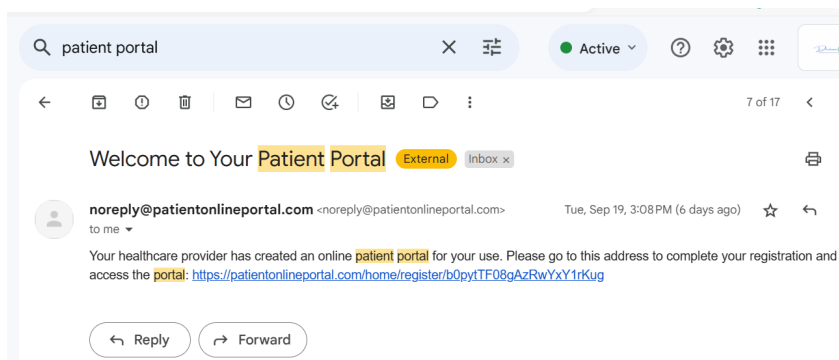


Patient Portal Walkthrough

We are excited to begin using the patient portal to help streamline and consolidate our patient experience. Once your account is activated, please follow these steps below to get your profile set up.

1. You should have received an email from noreply@patientonlineportal.com. If you cannot find it, try searching for it.



2. and password that will be associated with your ICANotes account

Patient Portal Login

Login

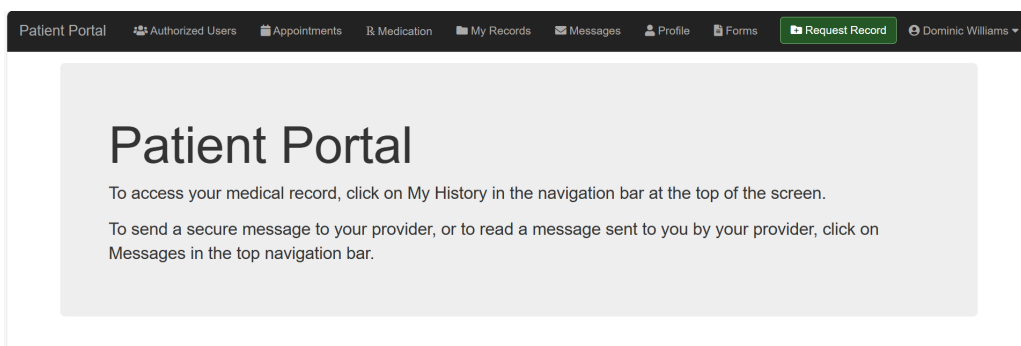
User name

Password

[Forgot Password?](#) [Portal Admin Login](#)

Remember me?

3. Next, it will bring you to your Patient Portal homepage. Here, you will be able to
 - a. Confirm/Cancel appointments
 - b. Check medication list
 - c. View/Request records
 - d. Directly message provider
 - e. Edit demographic and pertinent personal info
 - f. Upload/download forms



4. After clicking the profile button on the top right, please complete your personal profile.

- a. Items with an asterisk are REQUIRED, but all info is preferred
- b. Patient history is preferred, but not required

The screenshot shows the 'Patient Profile' page in a web portal. The top navigation bar includes 'Patient Portal', 'Authorized Users', 'Appointments', 'Medication', 'My Records', 'Messages', 'Profile', and 'Forms'. A 'Request Record' button and the user's name 'Dominic Williams' are visible in the top right. The main content area is titled 'Patient Information' and has two tabs: 'Current Information' (selected) and 'Patient History'. The 'Current Information' tab displays a form with the following fields: Name (Dominic Williams), Address (90 Painters Mill Rd), Address 2 (STE 136), City (Owings Mills), State (MD), Zip Code (21117), Home Phone (4439350988), and Work Phone. Red asterisks indicate required fields. The bottom of the screen shows a Windows taskbar with the date 9/25/2020 and time 2:46 PM.

5. Next, click the forms button on the top right. Here, you can download, digitally fill out, and upload consent forms. You can also upload a picture of your ID and insurance card

The screenshot shows the 'Patient Forms' page in a web portal. The top navigation bar includes 'Patient Portal', 'Authorized Users', 'Appointments', 'Medication', 'My Records', 'Messages', 'Profile', and 'Forms'. A 'Request Record' button and the user's name 'Dominic Williams' are visible in the top right. The main content area is titled 'Forms' and has two tabs: 'Uploads/Downloads' (selected) and 'Forms'. The 'Uploads/Downloads' tab displays a list of forms with 'Download' buttons: Consent for Services, Credit Card Authorization, Notice of Privacy Practices, Release of Information (ROI), and Telehealth Consent. Below this is an 'Upload forms' section with a large blue box containing the text 'Drag your intake forms into this box or tap here to upload'. At the bottom, there is an 'Uploaded Forms' section.