

CREATING AN ACCOUNT - INSTRUCTIONS

- At the end of your visit, you will receive a PIN to create your online account. Hold on to this information as you will need it later.
- Visit the secure <u>Patient Portal</u>.
- Click on Create an account.

Forgot password

Not registered yet? Create an account

• Enter your email address and choose a password.

Create an account

To get your account ready, we just need to verify a few things. This shouldn't take more than a couple of minutes.



Select Yes for the question Did your provider give you a PIN?

Did your provider give you a PIN?

Yes No



Choose an option for the patient you're registering (yourself or child/dependent).

Who are you registering?									
Myself	Child or Dependent								

Enter the PIN and the patient's birthday.

Please provide the following information about yourself.

Your pin

Your birthday (mm/dd/yyyy)

 Set up a security question, agree to the terms and conditions, then click on Create my account.

For your security, please choose a security question & answer.



Create my account



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NAVIGATING THE PATIENT PORTAL - INSTRUCTIONS

- Visit the secure <u>Patient Portal</u>.
- Login using your email address and password.
- Once logged in, the icons on the left side of the homepage will help you:
 - View test results.
 - View forms.
 - View chart information.
 - View health education.

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	Hope your morning is going well						
s	What would you like to do today?						
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 Click My Chart > Summary to view additional information and history recorded during your visit.



PatientPortal									
Home	My Cha	rt							
Appointments	Summary	/ledications	Test Results H	listories Allergies	Visits	Immunizations	Problems	Vitals Growt	h Charts
Messages	•								
Test Results	Chart Sun	nmary						🖶 Print My Chart	🛓 Download My Ch
Forms	Demographi	cs					Emerg	ency Contact	
Market and	Address		500 CORONADO CR MAPLE, IL 60000			Name			
My Chart	Home Phone		(555) 555-3333	Work Phone			Relatio	onship	
Summary	Birthdate	2	12/9/1965 Age: 56	Gender	F				
Medications	Preferred Lar	nguage	English	Prior Last Name	lillen	onio or Lotino			
Test Results	Kace		winte	connerty	msp	anic of Latino			
Histories	Lab Tests					Social Histo	ory		
Allernies	Date	Test				Birthplace			
Aircigico	9/9/2018	Streptococo direct optic	cus type A antigens b al observation	y immunoassay with		Marital Status			
Visits 8/30/2018 Streptoco		Streptococ	ccus type A antigens by immunoassay with			Children		Not Availat	ble

- Click **Test Results** from the left menu to quickly view test results.
- Under **Documents**, you will be able to access the following documents:
 - Transcription
 - o Code Summary
 - o Patient Clinical Summary
 - \circ Work Note
 - School Note
 - o Lab Report



Important Note: This feature may not be displayed immediately. Please allow up to eight hours for the Documents icon to be available on the menu.



FORGOT YOUR PASSWORD - INSTRUCTIONS

- Visit the secure <u>Patient Portal</u>.
- Click on Forgot Password.
- Enter your email address.

If you have forgotten the email address you used to sign up, please contact Midwest Express Clinic.

• You will receive an email from <u>no-reply@patientportal.net</u>.

If you did not receive an email, please check your spam or junk folder.

- Click the link, you will be sent to the Patient Portal.
- Answer the security question you set up when you created your account.

You're almost there.

Please answer your security question. If you have forgotten your answer, you will need to contact your practice.

What is your mother's maiden name?



Select and confirm your new password.

Make it memorable.

Let's change your password now. Your password must be between 8-32 characters in length and include at least 1 number.





Return to the login page and use your new password.

Yay! Your password has been reset.

Now you can log in to your patient portal with your shiny new password

Return to the login page.