PATIENT PIN REGISTRATION INSTRUCTIONS
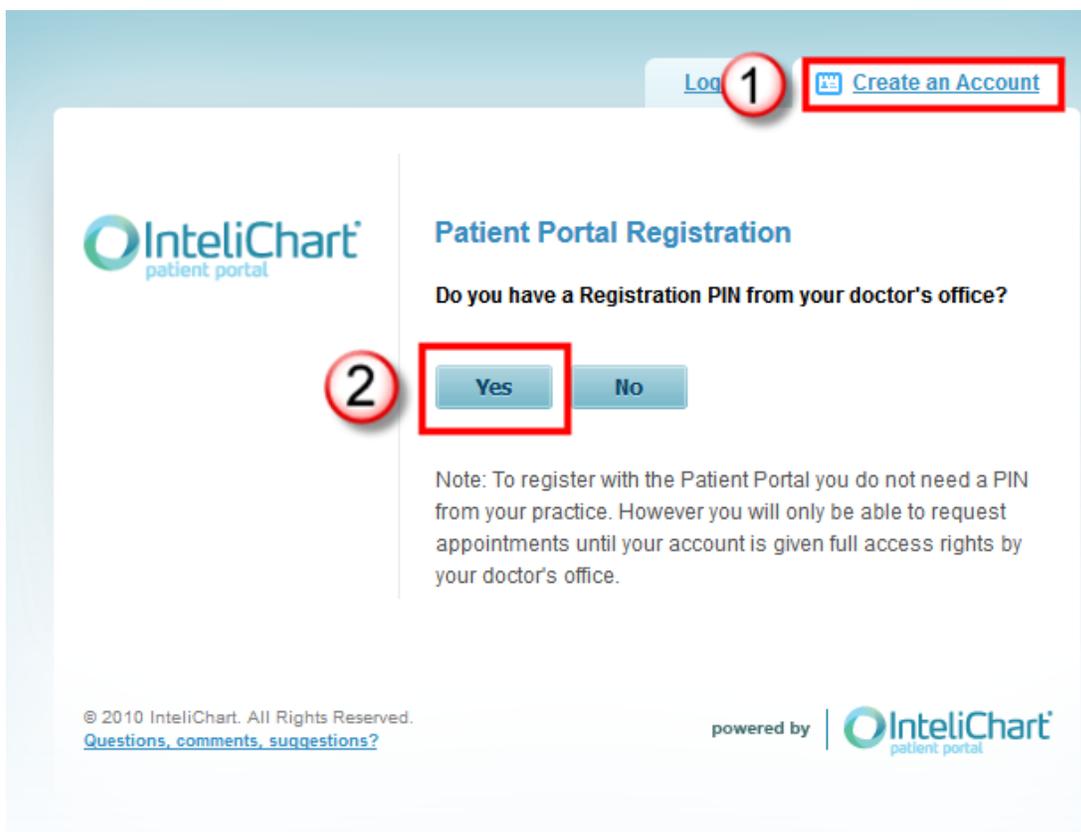
Portal Address

https://gmc.Intelichart.com/PatientPortal/

Creating A Patient Portal Account with a PIN

To create a Patient Portal Account, visit the **Patient Portal Registration page.**

1. Click Create an Account
2. Click **Yes** you have a Registration PIN from your doctor's office:

1. Patients must enter the ten-character PIN provided by the practice. The ten-character PIN is shown as three characters, separated by a dash, followed by seven characters.

   NOTE: The ten digit characters will be encrypted for security purposes. Do not include the dash when entering the PIN.
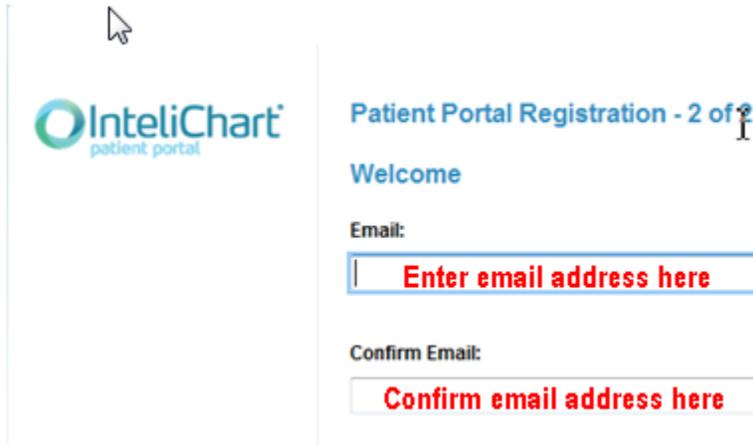
2. Patients must enter their last name.
3. Click **Continue** when completed.

Clicking the **Continue** button launches the second page of the Patient Portal Registration.

Patients must first enter a valid **email address**. The email address entered will be used as the Patient name to log into Patient Portal from this point forward.

InteliChart
patient portal

Patient Portal Registration - 2 of ?

Welcome

Email:

| Enter email address here

Confirm Email:

Confirm email address here

Next, Patients are prompted to enter a new password.

NOTE: Passwords are case-sensitive, must be a minimum of eight characters, and must contain at least one number; do not start the password with a special character.

To confirm this new password, Patients must re-enter the password. If the passwords are not consistent, an error will appear, prompting Patients to re-enter the password and confirm it.
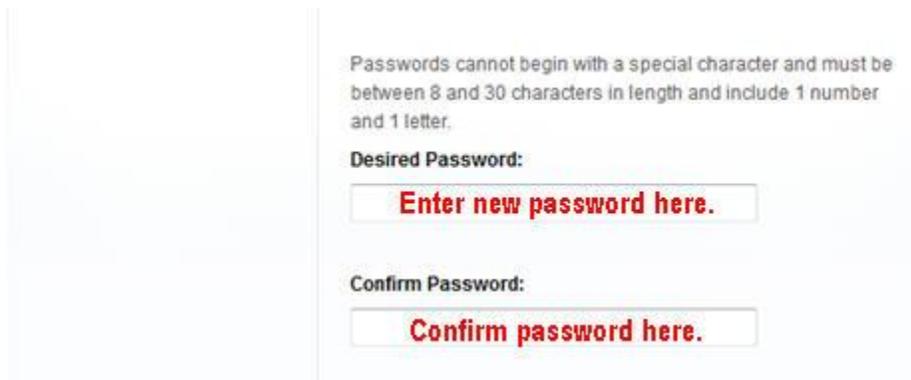
Passwords cannot begin with a special character and must be between 8 and 30 characters in length and include 1 number and 1 letter.

Desired Password:

Enter new password here.

Confirm Password:

Confirm password here.

Security Questions are required fields. Patients must choose two different questions and supply the appropriate answer. These questions and answers will become part of a Patient's unique profile and will ensure the security of the person accessing Patient Portal.

NOTE: Click on the dropdown arrow ▾ to access different questions.
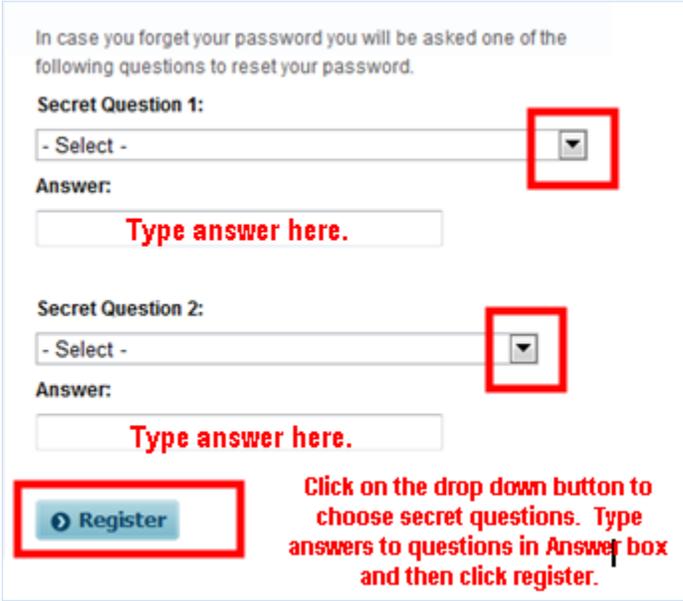
Once the Patient has finished registering, they will receive a verification email. Click the link in that email to complete the registration process. The Patient now has a Patient Portal account.

The Patient's Patient Portal account will give the Patient access to a variety of Patient Portal features. When creating an account, please keep these guidelines in mind:

- PIN and Last name is unique.
- At registration the Patient must provide a valid e-mail address from which they currently send and receive mail.
- The password should be 8 to 30 characters long, must contain at least one number, and cannot start with a special character. Do not use a commonly used word. Select a unique combination of letters and numbers.
- Email verification is an important step to complete the registration.

Features not available

Note: in this initial rollout of the Patient Portal the following features will not be available:

- Appointments
- Referral Requests
- Forms
- Insurance
- Payments
- Medications (except as available in the Chart)
- Compose New Message (however patients will be able to reply to messages sent to them from a physician)

Chart Summary

My Health Record

My Health Record provides an overview of Lab Tests, Histories, Allergies, Visits, Immunizations, Problems, Vitals and Documents. The most recent ER, Observation, or Inpatient records will display on each widget (maximum of 5 visits). To see any particular health record in more detail, click on the widget title or click on respective tab. Hovering over My Health Record will expand the My Health Record menu.

My Health Record – Visits

View Visit Data by clicking "Visits".

To view details of the visit or download Clinical Documents, click **Details**.

From the Summary window that will display after the patient clicks "View Clinical Document", the patient can view, download or send this clinical documentation via e-mail.
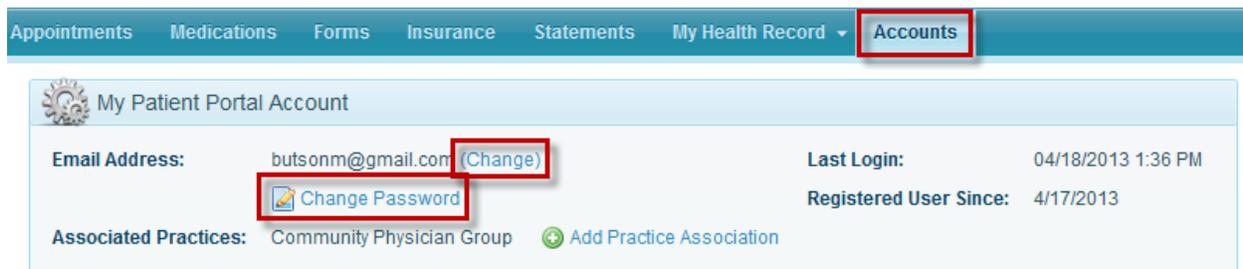
Accounts

Through the accounts page, the Patient can change their email and/or Password and view and add any Associated Practices.

To change the Email and/or Password do the following on the accounts page:

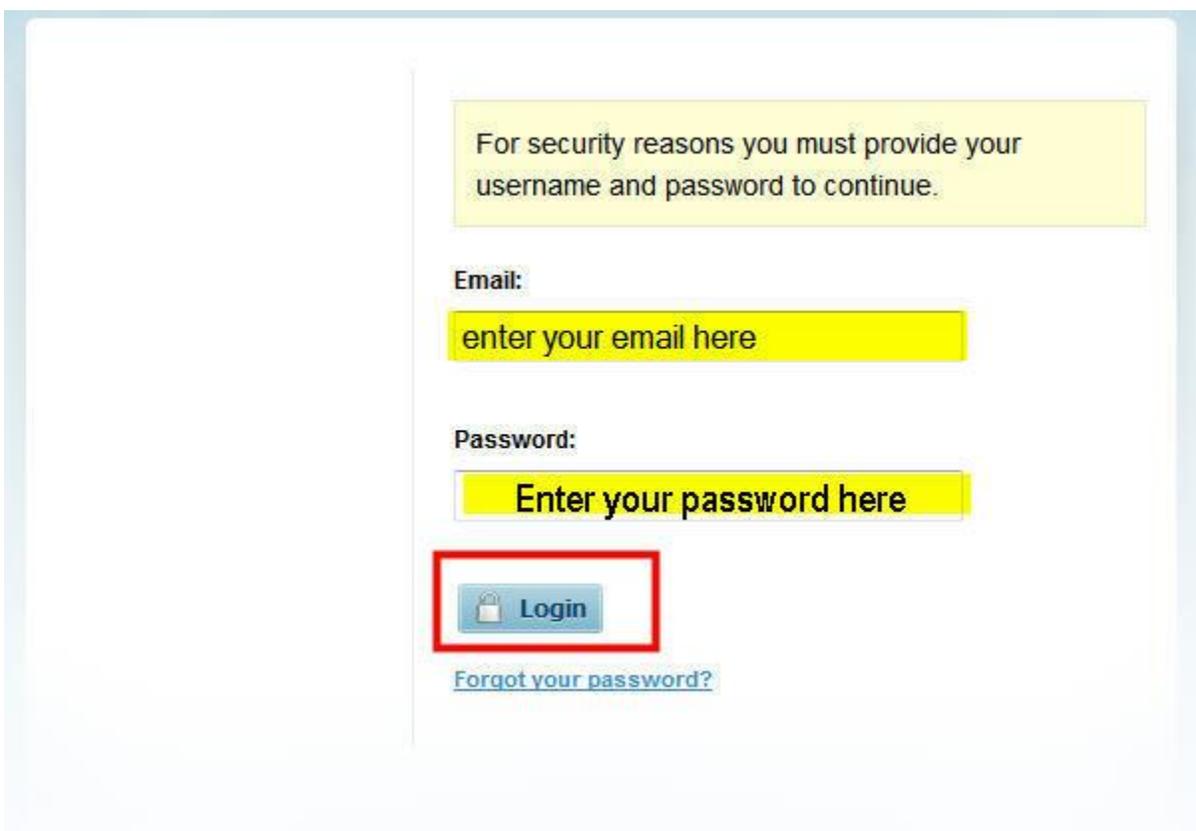- Click **(Change)** email and/or **Change Password**.

- For security reasons the Patient will be prompted to enter their email address and their current password, then login again.

- The Patient will enter the new password, then confirm the new password and click **Change Password.**

The password has been reset.