

PATIENT PIN REGISTRATION INSTRUCTIONS

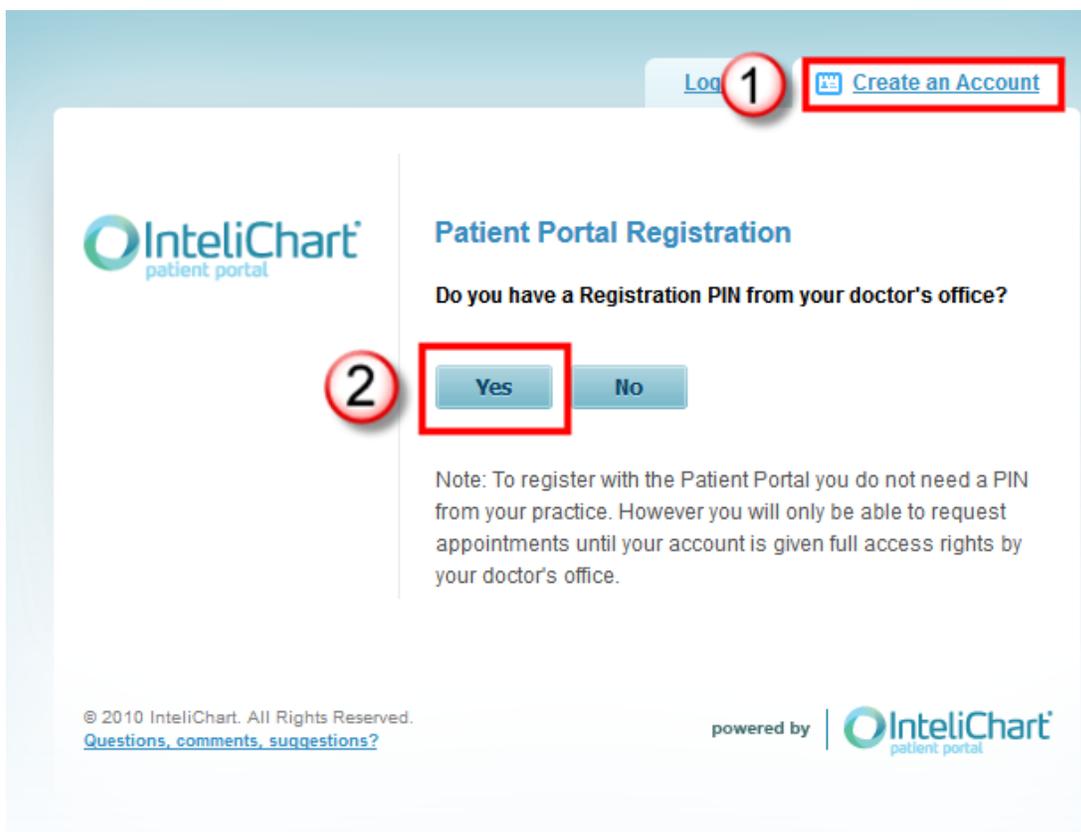
Portal Address

<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.

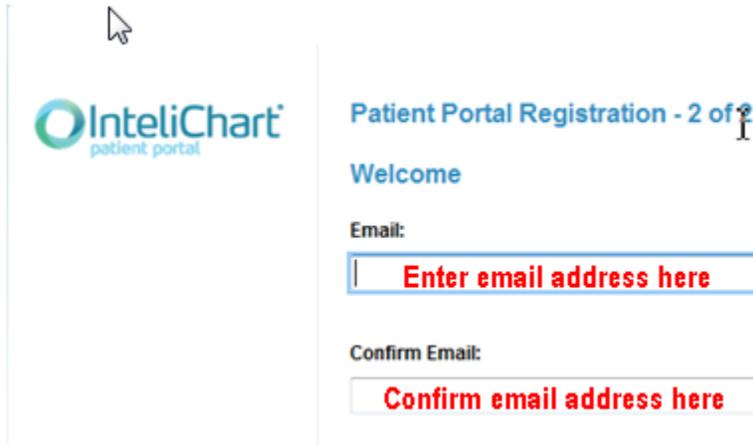
2. Patients must enter their last name.
3. Click **Continue** when completed.

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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.



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Patient Portal Registration - 2 of 2

Welcome

Email:

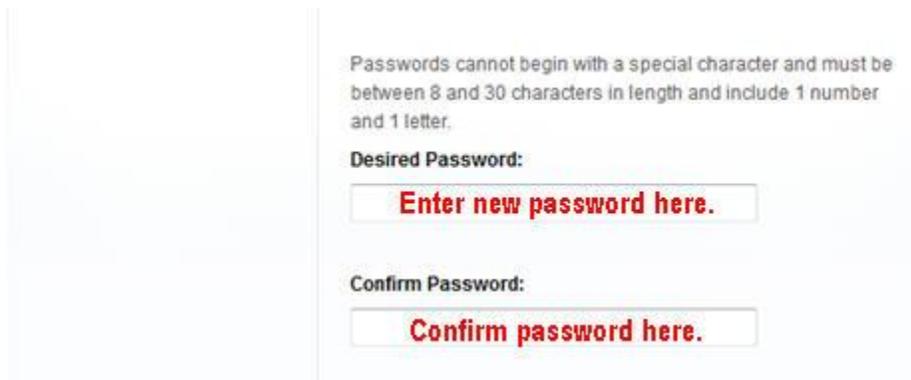
Confirm Email:

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.

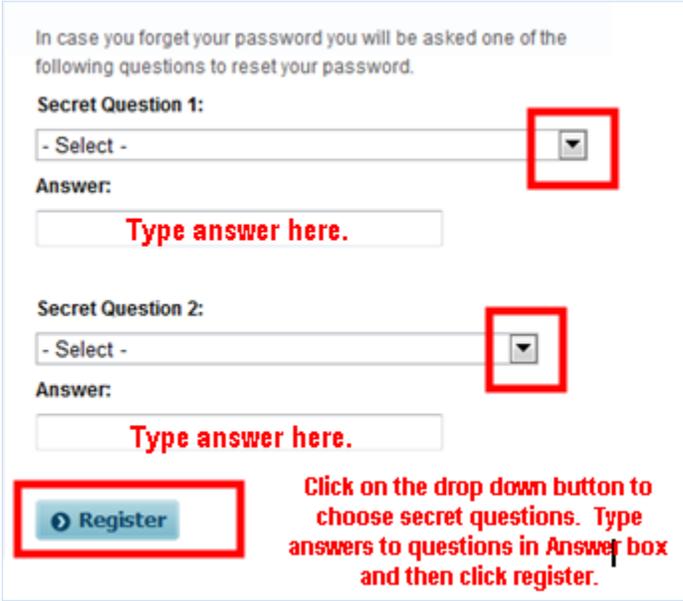
Desired Password:

Confirm Password:

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.



In case you forget your password you will be asked one of the following questions to reset your password.

Secret Question 1:
- Select - 
Answer:

Secret Question 2:
- Select - 
Answer:

 **Click on the drop down button to choose secret questions. Type answers to questions in Answer box and then click register.**

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

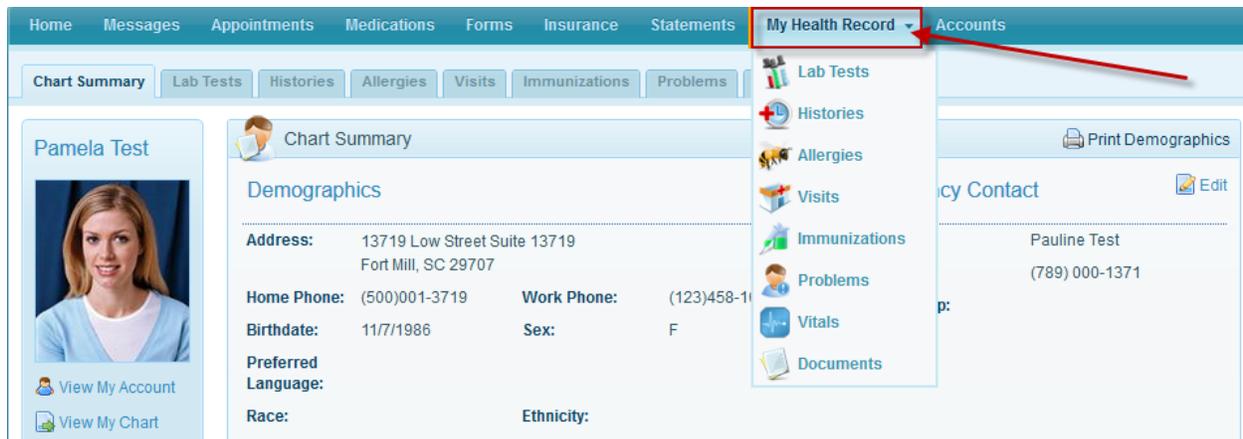
Note: in this initial rollout of the Patient Portal the following features will not be available:

- 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.



The screenshot displays the Patient Portal interface for a user named Pamela Test. The top navigation bar includes links for Home, Messages, Appointments, Medications, Forms, Insurance, Statements, My Health Record (highlighted with a red box and arrow), and Accounts. Below this, a secondary navigation bar shows tabs for Chart Summary (selected), Lab Tests, Histories, Allergies, Visits, Immunizations, and Problems. The main content area is divided into two columns. The left column features a profile card for Pamela Test with a photo and buttons for 'View My Account' and 'View My Chart'. The right column displays the 'Chart Summary' for Pamela Test, including a 'Demographics' section with the following information:

Address:	13719 Low Street Suite 13719 Fort Mill, SC 29707		
Home Phone:	(500)001-3719	Work Phone:	(123)458-1000
Birthdate:	11/7/1986	Sex:	F
Preferred Language:			
Race:			
Ethnicity:			

To the right of the demographics is a 'My Health Record' menu with icons and labels for Lab Tests, Histories, Allergies, Visits, Immunizations, Problems, Vitals, and Documents. Further right, there is a 'Print Demographics' button and a 'Primary Contact' section for Pauline Test with the phone number (789) 000-1371 and an 'Edit' button.

My Health Record - Visits

View Visit Data by clicking “Visits”.

The screenshot shows the My Health Record interface for a patient named Pamela Test. The top navigation bar includes Home, Messages, Appointments, Medications, Forms, Insurance, Statements, My Health Record, and Accounts. The My Health Record dropdown menu is open, showing options for Lab Tests, Histories, Allergies, Visits (highlighted with a red box and arrow), Immunizations, Problems, Vitals, and Documents. The background displays the patient's profile, including a photo, name, and demographic information such as address, phone numbers, birthdate, sex, and preferred language.

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

The screenshot shows the Visits section of the My Health Record interface. The 'Visits' tab is selected in the navigation bar. A table displays the following visit data:

Date	Reason For Visit	Primary Procedure	Primary Diagnosis	Location	Note
6/10/2013		update sample px description	N/A	Local Community Hospital	Details
6/10/2013		update sample px description	N/A	Local Community Hospital	Details
6/10/2013		update sample px description	N/A	Demoville Hospital	Details

A red arrow points to the 'Details' link in the first row of the table, which is also enclosed in a red box.

Appointments Medications Forms My Health Record Accounts

Tests Histories Allergies Visits Immunizations Problems Vitals Documents

Visits

Date	Reason For Visit	Primary Procedure	Primary Diagnosis	Location	Note
6/10/2013		update sample px description	N/A	Local Community Hospital	Details

Details

Local Community Hospital Visit -Monday June 10, 2013

Discharge Date:

Type of Visit: Acute

Source: Practice Entered

Clinical Docs:

- Transition of Care Inpatient
- Transition of Care Inpatient
- Inpatient Summary

[View Clinical Document](#)

Click the drop down to select either "Transition of Care Inpatient" or "Inpatient Summary"

Then click "View Clinical Document"

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.

Clinical Document: TransitionOfCareAmbulatory for Pamela Test

Summary for Pamela Test

Patient	Pamela Test		
Date of birth	November 7, 1986	Sex	Female
Race	NA	Ethnicity	NA
Contact info	Home: 13719 Low Street Suite 13719 Fort Mill, SC 29707 Tel: 5000013719	Patient IDs	600013719 2.16.840.1.113883.4.1
Preferred Language	NA		
Document Id	0FC83DD8-483F-4C3D-8BAA-DA22DF9FFC25		
Document Created	December 17, 2013, 14:26:47, EST		
Care	from February 15, 2008, 15:45:07, EST to February 15, 2008, 15:45:07, EST		

Use this scrollbar to view the content of the clinical document

[Download Clinical Document](#)

Send Clinical Document

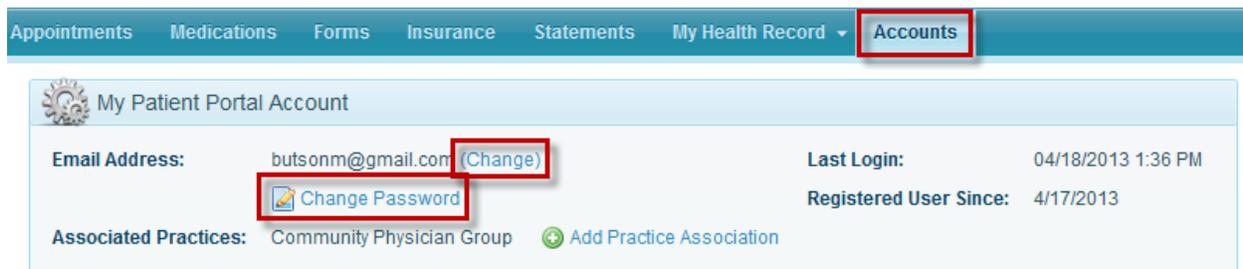
To: [Send](#)

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**.



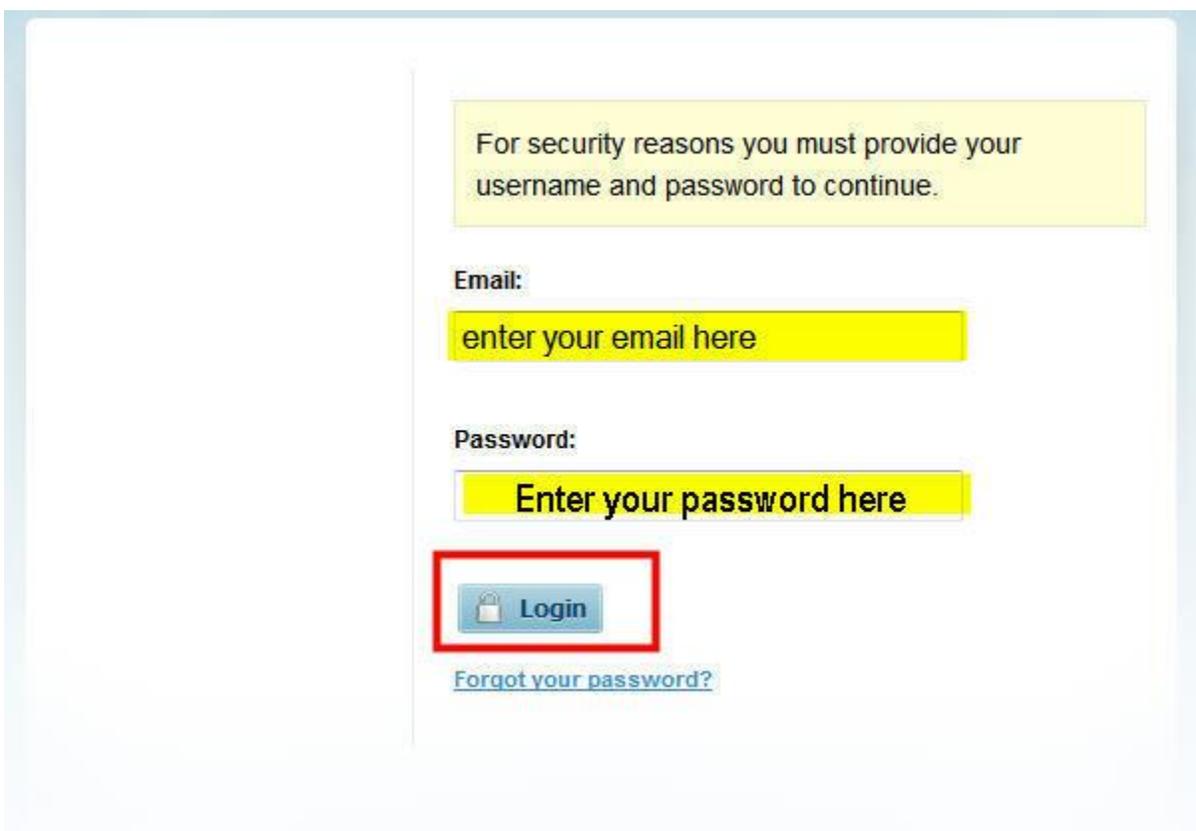
My Patient Portal Account

Email Address: butsonm@gmail.com [\(Change\)](#) Last Login: 04/18/2013 1:36 PM

[Change Password](#) Registered User Since: 4/17/2013

Associated Practices: Community Physician Group [Add Practice Association](#)

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



For security reasons you must provide your username and password to continue.

Email:
enter your email here

Password:
Enter your password here

[Login](#)

[Forgot your password?](#)

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

Passwords cannot begin with a special character and must be between 8 and 30 characters in length and include 1 number and 1 letter.

New Password:

Confirm New Password:

Change Password

[Cancel and return to the Patient Portal.](#)

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The password has been reset.

Your password has been reset.

You may now login with your new password by clicking the link below.

[Return to login page.](#)

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