

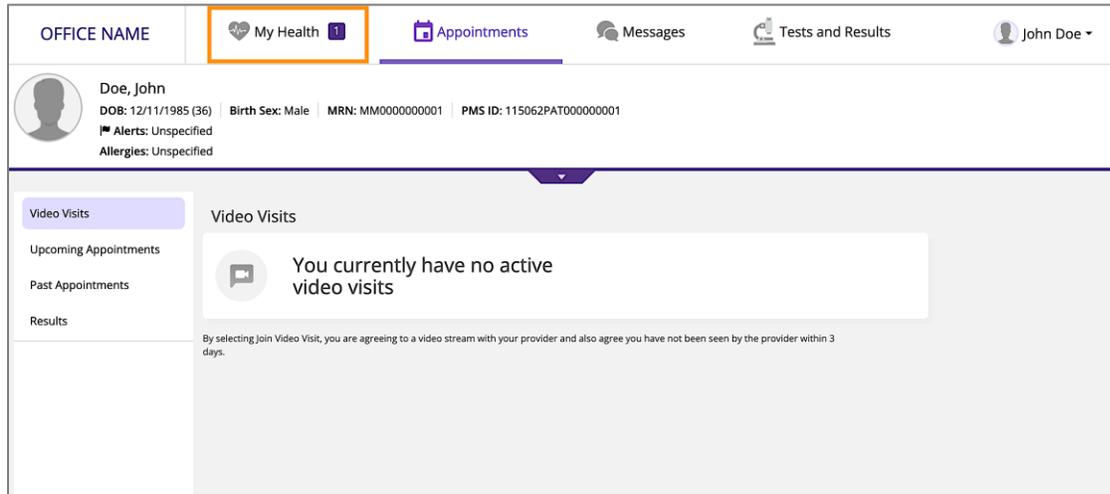
The Dermatology and Skin Cancer Institute - Patient Portal Instructions

Prepare for Your Visit

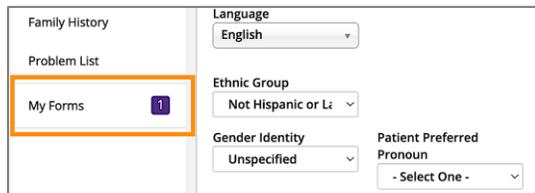
Complete Forms on the Patient Portal

Once you have activated your account, please use the Patient Portal to complete visit forms and view your health information.

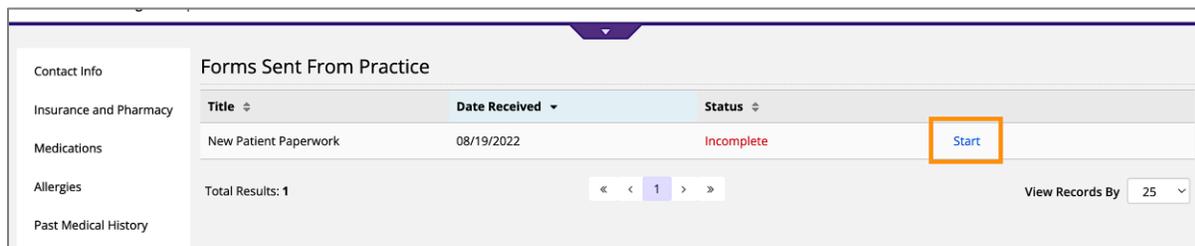
1. Once logged in to the Patient Portal, select **My Health** from the main navigation bar.



2. From the *My Health* page, select **My Forms**.



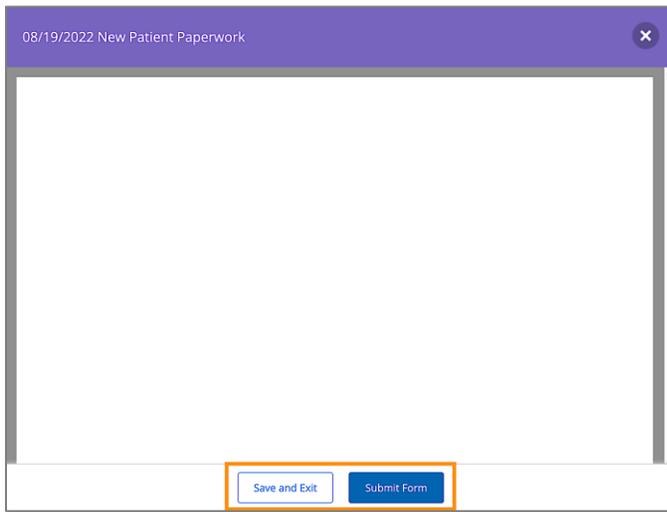
3. Any forms that have been assigned to you will be available to review and edit. Select **Start** to begin reviewing the forms and making applicable changes.



4. A pop-up window will appear with the specified form. You can place your cursor in the appropriate fields and enter the applicable information. You have the option to *Save and Exit* or *Submit Form*.

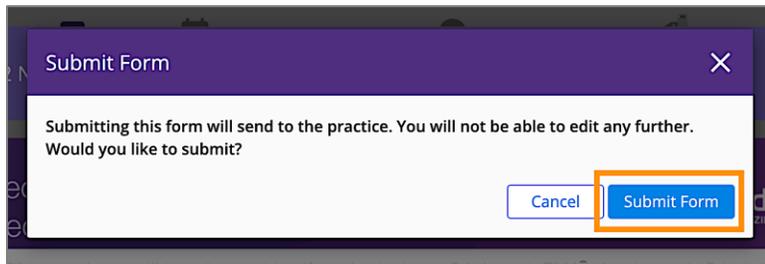
- **Save and Exit** - Marks the form In Progress and allows you to continue to edit.
- **Submit Form** – Closes the form and submits it to the office.

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5. Once complete, select Submit Form.

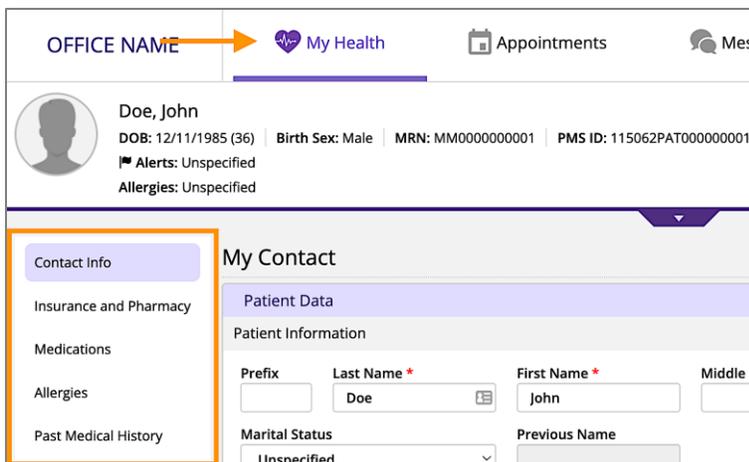
You will receive a pop-up alerting you that you are submitting the form to the office and you will not be able to edit any further. When ready, select **Submit Form**.



Add or Update Medical Information

In this section, you will learn how you can verify your contact and insurance information, update your medical history, and add your preferred pharmacy.

1. Once logged in to the Patient Portal, select My Health and navigate through the sections to enter and/or update your *Medications, Allergies* and Past Medical History.



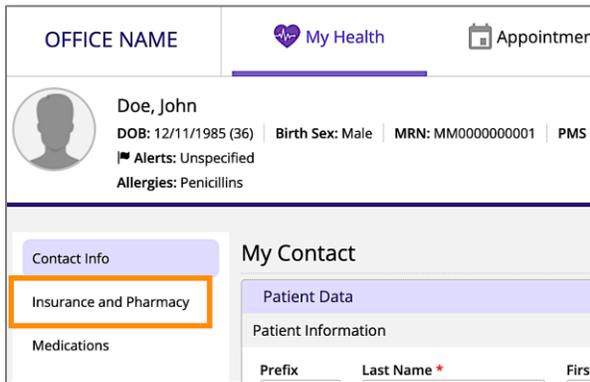
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- **Contact Info** – View basic contact and demographic information.
- **Insurance and Pharmacy** – View insurance information and add or edit pharmacies. See below for additional instructions.
- **Medications** - Add or edit your medications list.
- **Allergies** - Add or edit your allergies.
- **History** – Add or update Past Medical History, Specialty-Specific History, Social History and Family History.
- **Tests & Results** - View any result that your medical provider has posted.

Add Your Preferred Pharmacy

In this section, you will learn how to add your preferred pharmacy to your patient chart. Adding your pharmacy will assist our office with sending electronic prescriptions and medication refills.

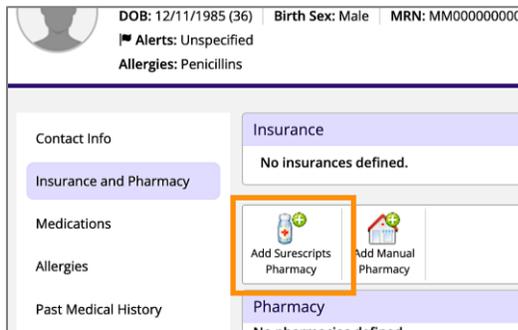
1. From the *My Health* section of the portal, select **Insurance and Pharmacy**.



2. There are two options to enter your pharmacy information, *Add Surescripts Pharmacy* and *Add Manual Pharmacy*.

- **Add Surescripts Pharmacy** (*try this option first*) – Allows you to search for registered pharmacies that are capable of sending and receiving electronic prescription requests.
- **Add Manual Pharmacy** – If you were not able to find your preferred pharmacy through the Surescripts option, you can use Add Manual Pharmacy to manually enter pharmacy information to your chart. It is recommended that you first attempt to add a Surescripts pharmacy before using this method.

3. Select **Add Surescripts Pharmacy**.



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4. Use the *Filter* options to find your preferred pharmacy. Then, select Search.

Tip: Not all fields are required. Use any combination of the criteria to locate your pharmacy. Common search methods include *Phone* number only, or *Name* and *Zip Code*.

Add ePrescribing Pharmacy

Pharmacies

Filter

Name City

Phone State

Fax Zip Code

Refill enabled Yes No Any Type Retail Mail Any

Store Name Phone Fax Address City

5. Locate the pharmacy in the list of results by verifying the name and address. Once found, select the blue *Store Name* to add the pharmacy.

Refill enabled Yes No Any Type Retail Any

Store Name	Phone	Fax
#003 Eastway NY Test UAT	5852392059	5852392044
#008 Mt Laurel NJ Test UAT	5852392059	5852392044
#016 Fairfax VA Test UAT	5852392059	5852392044
#040 Woodmore MD Test UAT	5852392059	5852392044

Access Your Medical Records

View, Download, and Print Your Visit Notes

The Patient Portal allows you to access your medical records, including completed visit documentation from your doctor or other qualified healthcare provider. The following instructions will guide you through how to locate these records within the portal.

6. Once logged in to the portal, select **Appointments** from the main navigation bar.

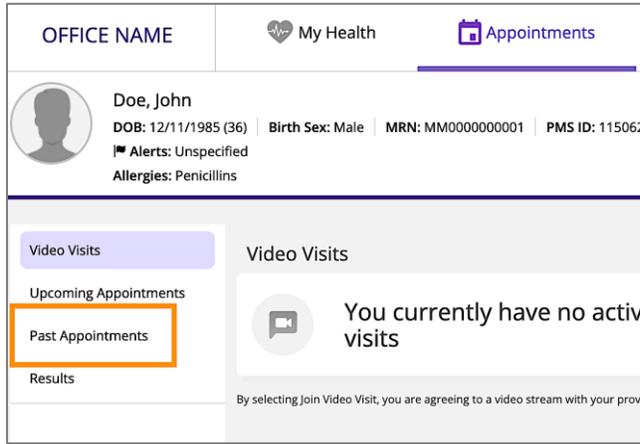
OFFICE NAME My Health Messages Tests and Results

Doe, John
DOB: 12/11/1985 (36) | Birth Sex: Male | MRN: MM0000000001 | PMS ID: 115062PAT0000000001
Alerts: Unspecified
Allergies: Penicillins

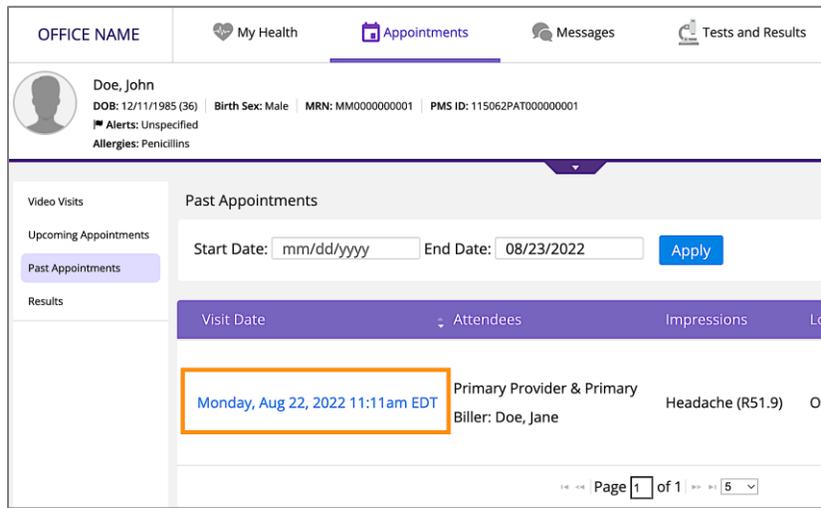
Video Visits Video Visits

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7. Select Past Appointments.



8. From the Visit Date column, select the blue hyperlink for the visit you would like to view.



Note: If the visit link is in plain black font, this means the visit is not ready to be viewed. Check back later, or contact our office.

9. Your internet browser's PDF viewer should open the document for you to view. You should also have options to download or print the document.

