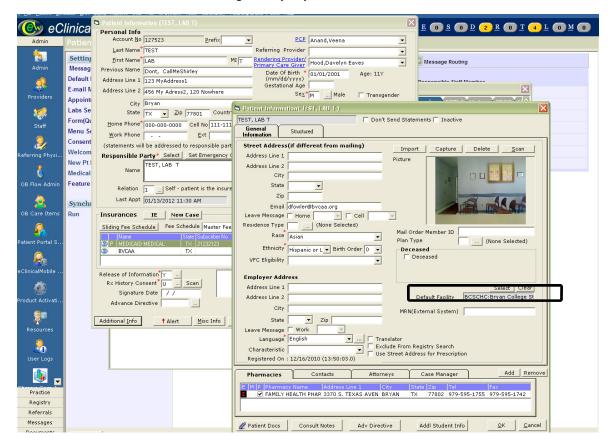
Guide to Web-Enabling Patients

Web-Enabling Patients:

1. Make sure their "default facility" is populated and correct at Info > Additional Info



2. Web-enable by clicking: Info > Options > Web-enable (see screenshot)

	11-1-1-	S Patient Information (TEST, LAB T)	
ec.	inica		1
Admin	Patien	Account No 127523 Prefix Pref	
5		Last Name [®] TEST Referring Provider	_
	Setting	Eirst Name [*] LAB MI T Rendering Provider/ Primary Care Giver Hood,Davelyn Eaves	
Admin	Messag	Previous Name Dont, CallMeShirley Date Of Birth * 10/01/2001 Age: 11Y	
<u> </u>	Default	Address Line 1 123 MyAddress1 (mm/dd/yyyy) Gestational Age	
	E-mail N	Address Line 2 456 My Adress2, 120 Nowhere Set autorian age Market Marke	
Providers	Appoint	City Bryan Marital Status	
302	Labs Se	State TV - Zin ZZROS COUNTY LIC - Country LI	
Staff	Form(Qu	Home Phone [*] and approximate	
Staff	Menu Se		
9,	Consent		
Referring Physi	Welcom	(statements will be addressed to responsible party) Student Status (None Selected) Without mention of Responsible Party* Select Set Emergency Contact 250.02 complication, type II	
Kelerning Physica	New Pt I	responsible Party John Terry Street Bergeney Contact Help, Call me	
8	Medical	Name Relation: Emergency contact Uncontrolled	
OB Flow Admin	Feature	Acct Balance 1.00 Details Gr. Bal	
-		Relation 1 Self - patient is the insured Patient 1.00 Acc Inguiry 0 477.0 Allergic rhinitis due to pollen (hay fever)	
	Synchi	Last Appt 01/13/2012 11:30 AM Next Appt 01/13/2012 11:30 AM Next Appt	
OB Care Items	Run	Insurances IE New Case Site of specified (UTI) Diabetes mellus	
0		without mention of	
- <u> </u>		Sliding Fee Schedule Fee Schedule Master Fee Schedule V Self Pay Add V Update Remove Complication, type II or unspecified type,	
Patient Portal S		The Invalue place publication of the Imateu Core (brack to the Core (brack to the Core (brack to the Core) and the Core (brack to the Core) and the Core of the	
0		BVCAA TX 1 TEST, LAB T Counseling and	
<u>ko</u> (↓ □ v25.04 failuiv planning to	
eClinicalMobile		Release of Information Y	
<i></i>		Rx History Consent U Scan	
		Signature Date / / Ability Discrett-10 (MAP)	
Product Activati		Advance Directive 10 MG Tablet Dispersible	
3 8		Allergies 😁	
1977 - C		Additional Info ! Alert Misc Info Diptons P.S.A.C QK Cancel Bactrim - Rash peanut - shortness of breath	
Resources		Copy Demographics	
<u>, ()</u>		MedicScan milk - Diarrhea	
(10)		Veb Enable Codeine Phosphate - Hives	
User Logs		View Fee Schedule Log	
		Registry Settings	

If you see this pop-up, please pay attention to it so that you don't accidentally web-enable a patient without them knowing.

• If you see a pop-up box like the one below, be sure to check the "Don't Web Enable" box unless you actually want to web-enable the patient

4	Wednesday, March 28, 2012
	Wednesday, March 20, 2012
9 ^{_am}	Facility BCSCHC:Bryan College Station Chc Sel POS 11 Date 3 /28/2012 Provider Hood, Davelyn Eaves Image: College Station Chc
	Resource Hood, Davelyn Eaves
10_00	
—	Web Enable Patient
11_00	Web Enable Patient
	To comply with MeaningfulUse Measure 170.304(f) which requires patients to have access to Personal Health Record, it is recommended to Web Enable patients.
12 ^{pm}	Note: Check the Don't Web Enable box if the patient declines to be web enabled, or if the patient does not have an E-mail address/account.
12	Patient portal web enabled: No
—	E-mail* dfussell@bvcaa.org
1 00	Case Manager N
	Don't Web Enable Reason:
—	Does not have E-Mail
200	Does not want to be web enabled Does not want to share E-Mail
2	Other svisit only
	VISIC ONLY
300	
400	Charge Details eCliniEorms Rx Eligibility Misc Info
4	
_	
- 00	
5	

3. Be sure the email address is correct! Their username & password will be sent there.

	linica	Patient Information (TI	ST, LAB T)	×	E O S O D Z R O T 4 L O M O
Con BO	iiiiCa	Personal Info			
Admin		Account No 127523	Prefix PCP Anand, Veena	-	
-	Settins	Last Name [*] TEST	Referring Provider	•	
Admin		Eirst Name [*] LAB	MI T Rendering Provider/ Hood, Davelyn Eaves	-	Message Routing
Admin	Messag Default I	Previous Name Dont, C	S Patient Portal Account Management Age: 11Y		
<u>, "</u>	100000000000000000000000000000000000000	Address Line 1 123 MyA	Status: Not Web Enabled		Beenensible Staff Member
Providers	E-mail N	Address Line 2 456 My	Create portal access credentials	nder	
	Appoint	City Bryan	User Name LABTEST2001	-	erview DRTLA History CDSS Al
	Labs Se	State TX 💌	Password ******	ent Info	T, LAB 11Y, N as of 01/17/2012
Staff	Form(Qı	Home Phone [*] 000-000		1	Advance Directive
<u>_</u>	Menu Se	Work Phone	Confirm Password ******** one Selected)		Problem List
- 🧶 - I	Consent	(statements will be add	Email dfowler@bvcaa.org one Selected)		Diabetes mellitus
Referring Physi	Welcom	Responsible Party* S	Unlock the patient account	Remove	vithout mention of 250.02 complication, type II
0	New Pt I	TEST, LA			or unspecified type, uncontrolled
6	Medical	Name	This uplock's account of web enabled natients, who have		Abdominal pain,
OB Flow Admin	Feature	Relation 1	locked themselves out of portal because of entering incorrect password more than 3 times. [Old username and		generalized
<u>~</u>		Last Appt 01/13/20	passwords are retained].	luiry	477.0 Allergic minitis due to pollen (hay fever)
- 23	Synchi	Last Appt 01/13/20	Disable patient's portal account		 599.0 Urinary tract infection, site not specified (UTI)
OB Care Items	Run	Insurances IE	Disable patient's portal account		Diabetes mellitus
\bigcirc		Sliding Fee Schedule		emove	without mention of complication, type II
<u> </u>		Name	Reset Password Print OK Cancel iroup No		• 250.00 complication, type II or unspecified type, not stated as
Patient Portal S		P MEDICAID MEDICAL			uncontrolled (AODM)
		BVCAA	TX 1 TEST, LAB T		Counseling and instruction in natural
		J			family planning to
eClinicalMobile		Release of Information		~	avoid pregnancy
		Rx History Consent [*] U			Current Medications Stop Date
Product Activati		Signature Date / / Abilify Discmelt-10 (MAP) 10 MG Tablet Dispersible			
Houdet Activati		Advance Directive	<u></u>		Allergies
<u> </u>		Additional Info	Alert Misc Info Ontions P.S.A.C OK	Cancel	Bactrim - Rash
Resources		Haddonar Turo	Alert Misc Info Options P.S.A.C		peanuts - shortness of breath

4. Print & give patient a copy of their username & password.

	Default Ms	g Names	Patient Inform	ation (TEST, LAB T)	mber
	E-mail Me		Personal Info		X
Providers	Appointm		Account <u>N</u> o	127523 Prefix 💌 PCP Anand,Veena 💌	
		💾 Labs 🔡 D	Last Name	TEST Referring Provider	ry CDSS Al
	Labs Setti	TEST, LAB T	<u>F</u> irst Name	MI Repdering Provider/	/17/2012
Staff	Form(Que	123 MyAddress:	Previous Name		
Stati		456 My Adress2			
(),	Consent F	Bryan, TX-7780: DOB: 01/01/20	Address Line 1	Status: Not Web Enabled	
		Age: 11Y Se	Address Line 2	456 My / Create portal access credentials	mellitus
Referring Physi	vveicome	Advance Directiv	City	Bryan	ention of on, type II
6	New Pt Re	WebEnabled: Y Account No: 12.		User Name LABIES 2001	ified type,
<u>(</u>	Medical R	Patient Balance	State	Password ****** Parent Info	ed
OB Flow Admin	Feature S	Account Balance	<u>H</u> ome Phone ⁴	000-000	I pain,
OD HOW Admin	l'outure e	Account Balance	Work Phone	Confirm Password ******* bne Selected)	initis due to
<u>è</u>			(statements wi		y fever)
~	Synchrc	Last Appt: 01/			act infection,
OB Care Items	Run	Next Appt:	Responsible F	Ur eClinicalWorks	pecified (UTI) mellitus
6		Bumped Appts:	Name	bergency contact	ention of
			Nume	Username : LABTEST2001 Password : p@55word	on, type II
Patient Portal S		New Appt		Details OL Bai	ified type, as
r ddone r orear o			Relation	1 inc Acc Inguiry	ed (AODM)
<u> </u>		Letters	Last Appt	01/13/20	g and
				Disable patient s portal account	n in natural nning to
eClinicalMobile		eClini <u>F</u> orms	Insurances	IE Disable patient's portal account	gnancy
<u></u>			Sliding Fee Sch		
18 k		Account Inquir	Name	Reset Password Print QK Cancel roup No	Stop Date
Product Activati			P MEDICAID		
		New Action	BVCAA	TX 1 TEST, LAB T	
Ş #				▼	
		ePrescription Lo			
Resources			Release of Infor		reath
4			R× History Co	nsent [*] U Scan	Hives
- 🤱			Signatur	Date / /	
User Logs			Advance Dir	ective	'es
			Additional Info	! Alert Misc Info Ontions▼ P.S.A.C QK Cancel	
- -				Alert Misc Info Options P.S.A.C QK Cancel	1

5. Tell the patient:

- Their portal will be set up within 5 minutes
- They will be asked for identifying information such as birth date or telephone number before logging in for the first time.

Patient Portal user validation			
Welcome LAB, As an added security measure, please answer any one of the questions below to authenticate yourself. By submitting this information you are confirming that you are the intended recipient of the access credentials and have not obtained the information in error.			
Date Of Birth			
Phone number Any telephone number(home, cell or work) available in practice records Ext.			
Submit			

• They will need to re-set their password (see guidelines)

Congratulations, you have authenticated yourself. Please select your new password.						
Refer Password Guidelines to create secure passwords.	Refer <u>Password Guidelines</u> to create secure passwords.					
User Name LABTEST2001						
New Password						
Confirm New Password						
Security Question						
Answer						
	Submit Cancel					

Guidelines for creating secure passwords (these guidelines are also available on the patient portal)

The first step in protecting your online privacy is creating a **strong password**. To help you choose a secure password, we have added password strength meter that lets you know visually how safe your password is as soon as you create it.

Tips for creating a secure password:

- Do not use words that can be found in the dictionary.
- Mix capital and lowercase letters.
- Include symbols like @ , _ , # , * and/or numbers.
- Don't use a password that contains personal information (name, birth date, etc.)
- Don't use keyboard patterns (qwerty) or sequential numbers (1234).
- Don't make your password all numbers, uppercase letters or lowercase letters. Don't use repeating characters (aaaazzzz).

Tips for keeping your password secure:

- Never tell your password to anyone.
- Never write your password down.
- Never send your password by email.
- Periodically change your password.