

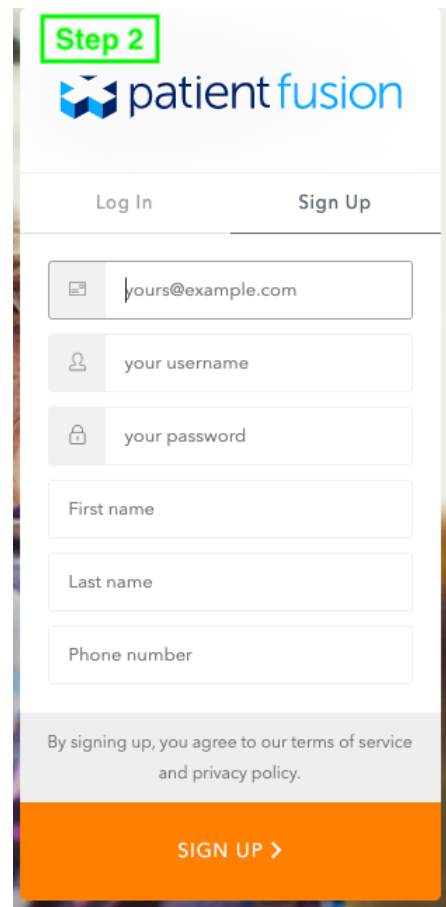
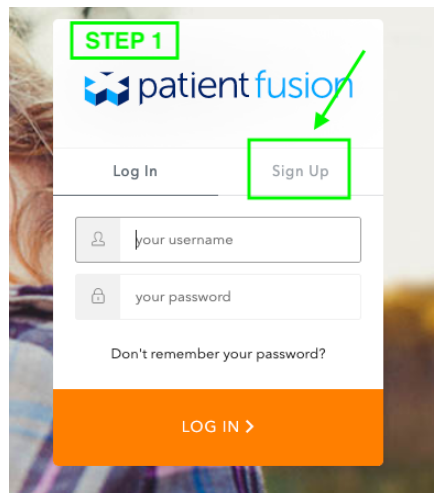
## Patient Portal Information

We offer you access to your own personal web portal through PatientFusion, which is a HIPAA compliant and secure patient portal to enable communication between you and your doctor. The portal can be used to obtain your records, message your provider, request appointments, and fill out your patient intake forms prior to your appointment. This portal is not for urgent issues, messages sent through the portal will not be checked until the next business day.

To help you navigate the patient portal as easily as possible, we created this step by step guide with pictures to help you create your account and get started. To be secure, this portal requires two-step verification so you will need to verify both your email and phone number before you can access the account. For best performance, we recommend using CHROME or FIREFOX web browsers. Lets do this!

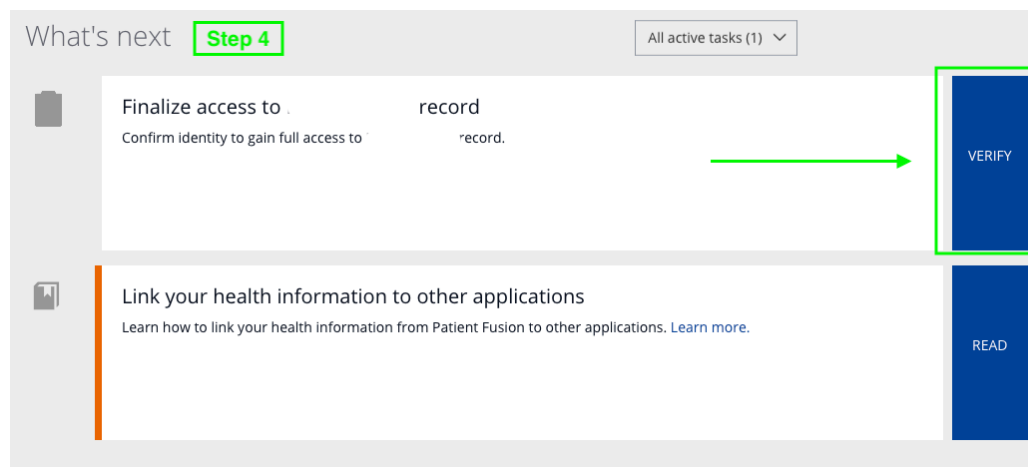
### How to create your account and Log In

- Go to  
my.patientfusion.com
- 1) Click on “Sign Up”
- 2) Fill out the  
information
  - ☐ Email, Name,  
Phone Number  
you provided to  
us when  
scheduling your appointment
  - ☐ Create a Username and Password
    - ☐ Write them down somewhere safe

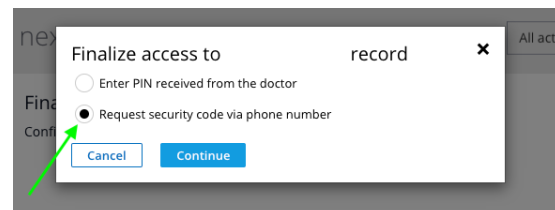


- 3) Verify your email

- ☐ Check your email for confirmation link from Patient Fusion
- ☐ Click “Confirm my account”
- ☐ You will get a green check mark! Hooray!! BUT you are NOT done yet, you need to do one more verification step (so close!)
- 4) Verify your account via phone (text or voice). This can be a little confusing so read carefully –
  - ☐ Either open a new browser window and type in my.patientfusion.com and login with your username and password OR go back into your email and find the original email from Patient Fusion and click on the link to login with your username and password.
  - ☐ You will be directed to a home page with a task list. Click on the big blue button on the right side that says “Verify”



- 5) You will get a pop up window (shown to the right)– click on “Request security code via phone number”, then click “Continue”



- ☐ You will then have to enter patient’s date of birth, phone number and how you want to request a security code (voice or text)
- ☐ Once you enter the security code into the pop up window and push enter you are in! Congratulations you are a Rockstar!

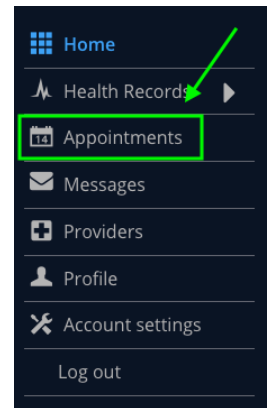
## How to Fill out your Intake Forms and Send them Back to Us

There are a few ways you can do this, whichever is EASIEST for you – the hardest part was creating and getting you into the portal. YOU CAN DO IT!

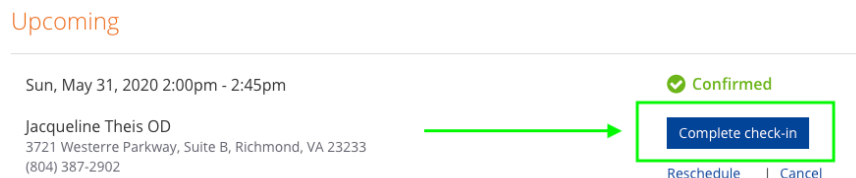
### OPTION 1 – Fill out the form Online

IF you want to fill out all of the information on an online intake form:

- 1) Click on Appointments on the left-hand side of the screen



- 2) You will see your upcoming appointment. Click on the blue “complete check-in” button



- 3) You will be taken to the online forms. Just click on the blue “edit answer” or “View” buttons on the right hand side to submit answers for all forms/questions. When done, click the “submit information”
- 4) You can go back and edit this information at ANY time so even if you only partially fill out the forms and sign the consents that will work

THANK YOU for taking the time to fill out the paperwork and submit it back to us, We know it isn't easy and we appreciate your efforts to help keep our office/staff/fellow patients safe.