

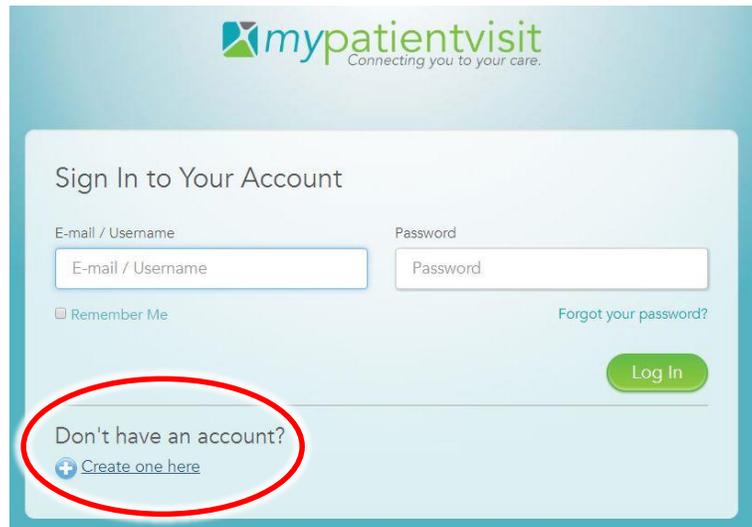
## MYPATIENTVISIT - PATIENT REGISTRATION USING USERNAME & SECURITY CODE

This document will walk you through the screens of the MyPatientVisit site so you can understand how the patient gains access to their account by registering with a username of their choosing and a security code provided by the practice. The practice should have received an email from your implementation specialist with your specific link and unique Practice ID.

### First login screen

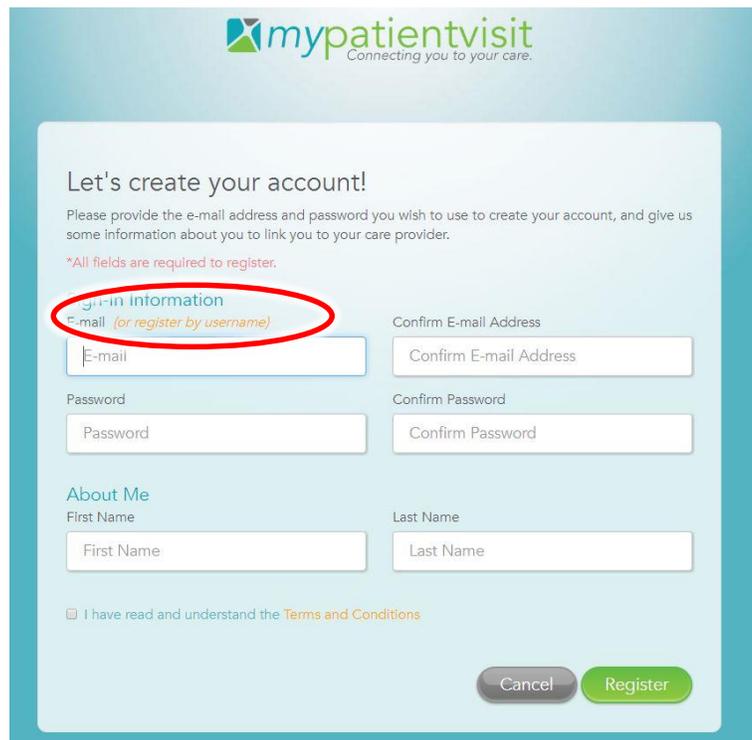
If the patient is new to the site please click Create One Here.

If the patient is returning enter username and password.



### New user login registration screen

Patient should select the orange option to register by username. This will update the screen for the patient to create their own username.



Patient enters the username they would like to use for the site.

Patient can create their own password.

Patient enters the same First and Last name as provided to the office. (must match their insurance card name)

Check the box for "I have read and understand the Terms and Conditions".

Click Register.



Connecting you to your care.

### Let's create your account!

Please provide the username and password you wish to use to create your account, and give us some information about you to link you to your care provider. Registering with a username will require you to enter a security code provided to you by your provider's office. If you do not have a security code, please contact your care provider to obtain one.

**Sign-In Information**

Username *(or register by e-mail)*  E-mail

Password  Confirm Password

**About Me**

First Name  Last Name

I have read and understand the [Terms and Conditions](#)

## Security Question Screen

The patient will be prompted to choose 3 security questions and answers.

Click Continue

### Just in case you forget your password...

Please select and answer three security questions from the list below. Your answers will be used to reset your password just in case you happen to forget it.

**Question 1:**

Select a security question    
Provide your answer

**Question 2:**

Select a security question    
Provide your answer

**Question 3:**

Select a security question    
Provide your answer

## Security Code Screen

Practice ID should already be filled in if the patient used the proper link for the practice.

Last name should be already filled in for the patient.

Patient enters the security code provided by the practice.

*Office Staff: Generate code for a patient*

1. *Click on the General 2 tab of the Patient account in Nextech*
2. *Click the button in the bottom right corner for Edit Nexweb Login*
3. *Check the box at the top to generate the digit code to give to the patient*

Click Connect



 Connecting you to your care.

### Connect To a Practice

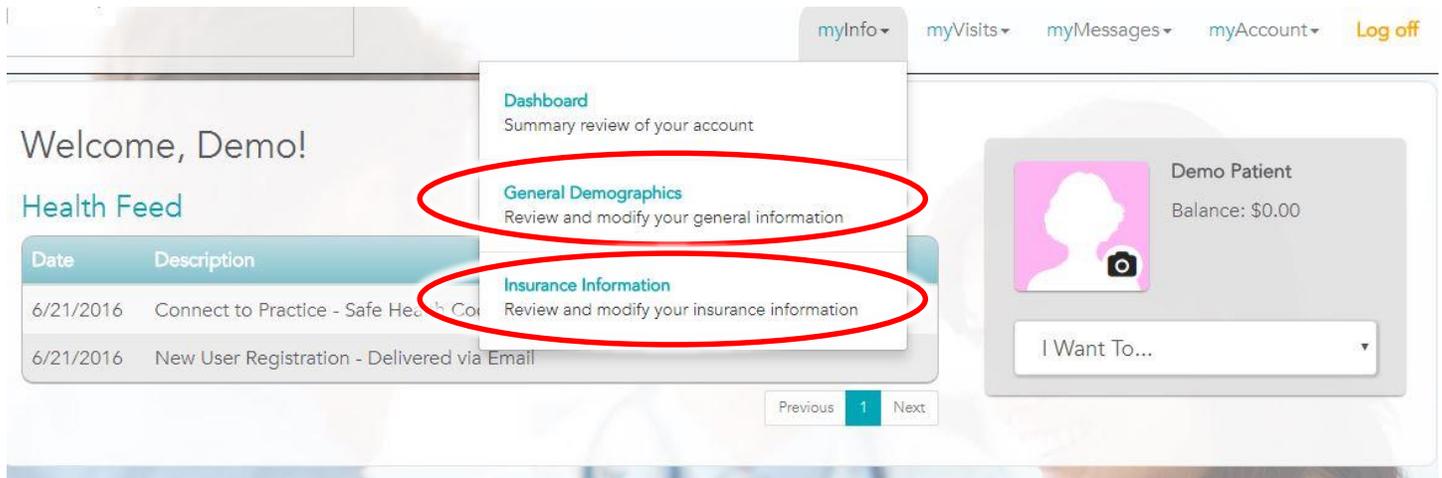
A security code may have been given to you by your care provider, but it is not required to gain access to your patient record.

Please enter the Practice ID, Patient's Last Name, and Security Code to connect to your care provider:

Practice ID	Patient's Last Name	Security Code
<input type="text" value="ABCDE"/>	<input type="text" value="Patient"/>	<input type="text" value="Security Code"/>

## Once logged in, patient options are myInfo, myVisits, myMessages

**myInfo** allows for updating Demographics and Insurance.



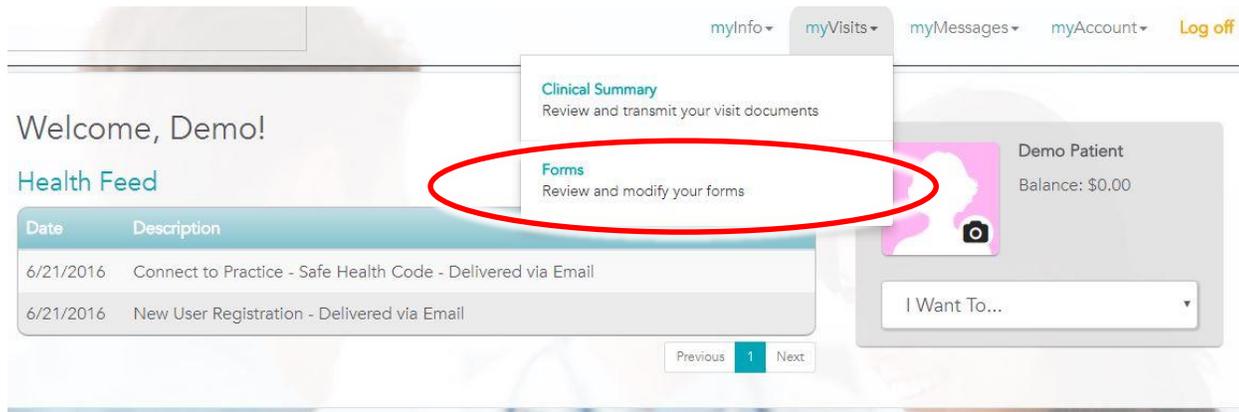
The screenshot shows the patient portal interface with the 'myInfo' dropdown menu open. The menu items are:

- Dashboard: Summary review of your account
- General Demographics: Review and modify your general information
- Insurance Information: Review and modify your insurance information

The 'General Demographics' and 'Insurance Information' items are circled in red. The background shows a 'Welcome, Demo!' message, a 'Health Feed' table, and a patient profile card for 'Demo Patient' with a balance of \$0.00.

Date	Description
6/21/2016	Connect to Practice - Safe Health Code - Delivered via Email
6/21/2016	New User Registration - Delivered via Email

**myVisits** gives access to Forms – to enter the online medical history populating into EMR



The screenshot shows the patient portal interface with the 'myVisits' dropdown menu open. The menu items are:

- Clinical Summary: Review and transmit your visit documents
- Forms: Review and modify your forms

The 'Forms' item is circled in red. The background shows a 'Welcome, Demo!' message, a 'Health Feed' table, and a patient profile card for 'Demo Patient' with a balance of \$0.00.

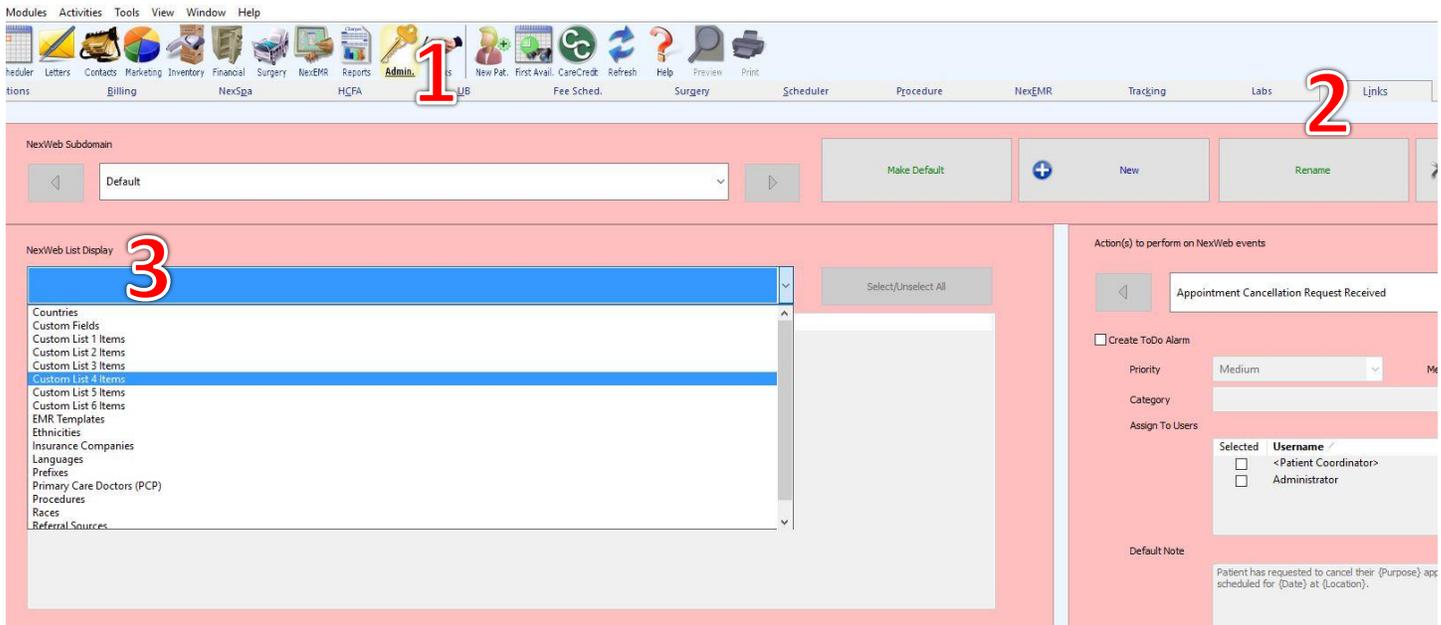
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**myMessages** allows the patient to send a secure message to the office – this message sends a ToDo to office staff letting them know there is a message and displays the message on the patient notes tab / message threads tab.

## CONTROLLING FIELDS ON MYPATIENTVISIT

Office administrators in Nextech are able to control the information visible on the Demographics page of MyPatientVisit.

1. Click on Admin module
2. Click on Links tab
3. Select from the list titled NexWeb List Display



In the NexWeb list display there are options for different demographic fields from General 1, General 2, and the Custom tab. When you select an option you will see a list of choices with a **Visible Online** check box on the left. By checking Visible Online, this field and its choices will be immediately available on the MyPatientVisit demographics site.



Proceed through the list selecting the desired fields / options to be available online for the patient to complete.

If using Nextech EMR, select the option called EMR Templates and mark your medical history template to be visible online.