



# Patient Portal Guide

Updated 11/11/2011

## Introduction

The FollowMyHealth@Holzer Patient Portal provides a patient with timely access to their electronic medical record.

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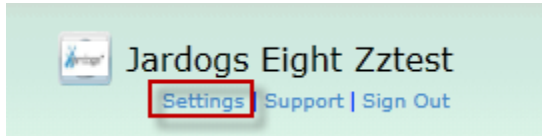
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## Settings

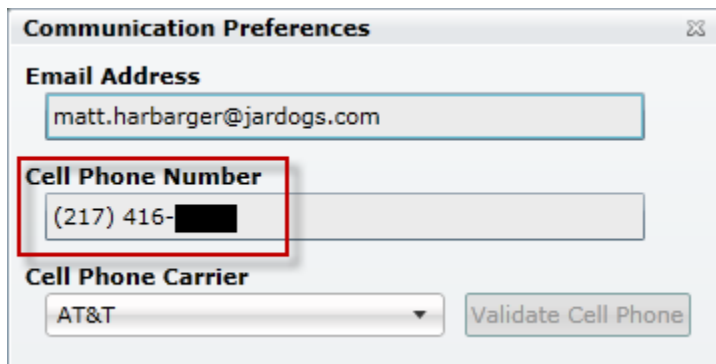
The **'Settings'** hyperlink allows you to manage your account.



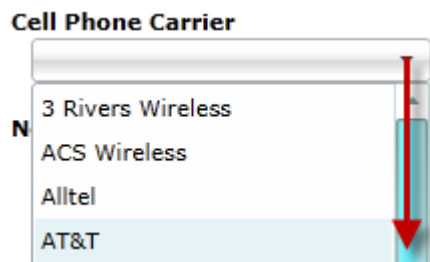
### Communication Preferences

The **'Change Communication Preference'** hyperlink allows you to choose how you would like to be notified when important changes are made to your health record and appointment list.

- ❖ Please note you must enter your cell phone number in the 'My Info' tab for your cell phone number to appear in this 'Communication Preferences' window. This is needed to set the SMS communication preferences.
- Once you have entered your cell phone number in the 'Edit Demographics' window, it will display in the 'Communication Preferences' window.

A screenshot of a web form titled 'Communication Preferences'. It contains three main sections: 'Email Address' with a text box containing 'matt.harbarger@jardogs.com'; 'Cell Phone Number' with a text box containing '(217) 416-██████' (the last four digits are redacted); and 'Cell Phone Carrier' with a dropdown menu currently showing 'AT&T'. There is also a 'Validate Cell Phone' button to the right of the carrier dropdown. The 'Cell Phone Number' field is highlighted with a red box.

- Click the 'Cell Phone Carrier' dropdown to select your cell phone carrier.



- Once you have selected your carrier, click the 'Validate Cell Phone' button.

**Cell Phone Carrier**

AT&T Validate Cell Phone

- ❖ You will then receive a text message with your validation code.
  - Enter the 4-digit code into the 'Validate Cell Phone' window.

**Validate Cell Phone**

Please enter the 4-digit code contained in the SMS text message.

- You are now able to select the text messaging options.

**Notifications**

How would you like to be notified?

**Appointment Reminders**  
 Email  Text Message

**Appointment Updates**  
 Email  Text Message

**Updates to Health Record**  
 Email  Text Message

**Notice of Communication From Provider**  
 Email  Text Message

**Organization Bulletins**  
 Email  Text Message

- ❖ By checking a text message box, you will be prompted to agree to a 'Release of Information Disclaimer'.

**Release of Information Disclaimer**

By checking this box you agree to receive SMS text messages which may contain information that personally identifies you, including and not limited to appointment times, appointment locations, and physician names. If you agree to these terms click 'Yes'. Otherwise, click 'No'.

## Account Access

The **'Change Account Access'** hyperlink allows you to manage who can access your account, and view which accounts you have access to.

**Manage Account Access**

**Grant Proxy Access**  
Enter in the email address of the individual you would like to grant proxy access to. They must enter in your exact passcode to have access to your account.

Email Address:

Proxy Access:

Proxy Name:


Proxy Relationship:

Passcode:

- Enter in the email address of the individual you would like to grant proxy access.
- You can grant 'Read Only' access or 'Full Access'.
  - 'Read Only' access allows the Healthcare Proxy to view the contents of the account they have been given access to.
  - 'Full Access' allows the Healthcare Proxy full control of the account they have been given access to.

Proxy Access:

Passcode:



- Enter the 'Proxy Name'.

- Click the 'Proxy Relationship' drop down menu to select the relationship the proxy has with you.

Proxy Name:

Proxy Relationship:

Passcode:

**You are a Healthcare Name**

- Mother
- Father
- Step Mother
- Step Father
- Guardian
- Spouse
- Power of Attorney
- Attorney

- Enter a security passcode. The proxy must enter your exact passcode to have access to your account.
- Click the 'Grant Proxy Access' button to send the invite to the Healthcare Proxy.
  - If you are granting 'Full Access' you will be prompted with the 'Proxy Contact Information' window.
    - ❖ Enter in the proxy's contact information and review the 'Terms of Service.'

**Proxy Contact Information**

**Phone Number**

**Street Address**

**City**

**State**

**Zip Code**

Please review the Terms of Service below:

**Proxy Authorization - Full Access**

By accepting where indicated below, I hereby authorize Jardogs Test matt.harbarger@jardogs.com (Guardian) (hereinafter, "Proxy") to have full access to my FollowMyHealth personal health record. By authorizing Proxy to have full access to my FollowMyHealth account, I acknowledge and agree that I am authorizing Proxy to:

\* Review and update my personal health record as maintained

By clicking on 'I Accept' below you are agreeing to the Terms of Service above.

- ❖ Click the 'I Accept' button if you agree to the Terms of Service.
- The 'Grant Proxy Request' will then be sent.

**Grant Proxy Request was sent successfully**

Grant Proxy Request was sent successfully. Note: organizations might need more information and permission on file prior to acting on any messages sent by the proxy on your behalf.

## Deleted Items

The '**Restore Deleted Items**' hyperlink allows you to restore items you have delete from your health record.

- Click the 'Restore' icon to restore the deleted item back to your health record.

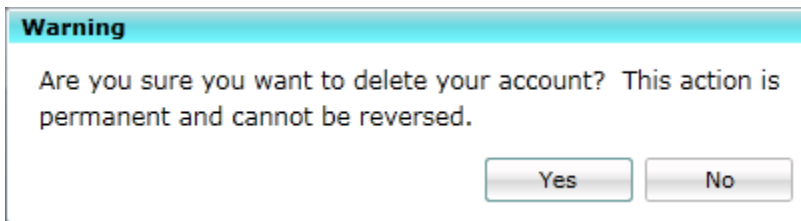
Restore Deleted Items			
Type	Description	Source	Restore
	Hyperlipidemia Onset: 1/1/0001 Active	QA	<input type="button" value="Restore"/>
	Backache Onset: 1/1/0001 Active	QA	<input type="button" value="Restore"/>

- Click the 'Save' button after you have restored your items.

## Deactivate Account

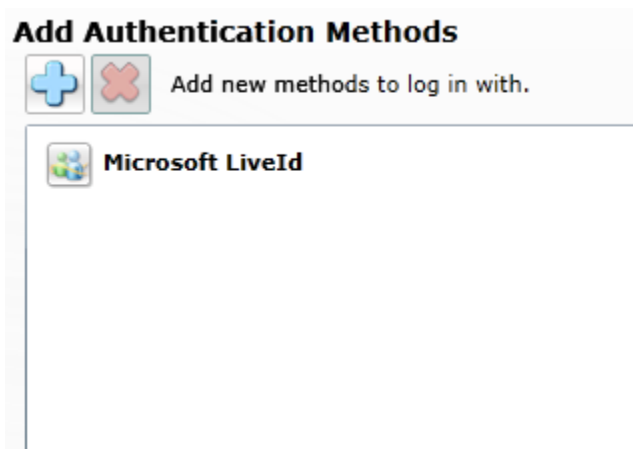
The **'Delete Account Permanently'** hyperlink allows you to remove all of your connections and deletes your FollowMyHealth™ account. This includes any data you have downloaded from clinical organizations as well as manually added items.


- If you delete your account and wish to recreate it, you will need to re-register for FollowMyHealth™ and request another invite in order to retrieve your health record.

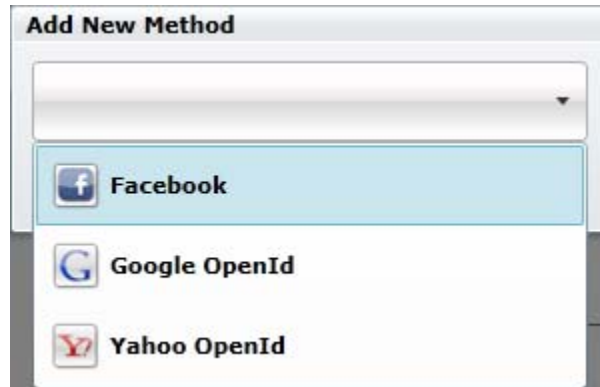


## Add Authentication Methods

The **'Add Authentication Methods'** allows you to either change or use multiple authentication methods. Supported methods are: Microsoft Live ID, Yahoo, Google Mail and Facebook.



-  Click the 'Plus' icon to add a new method to log in with.
  - Select the method you wish to add.



❖ Click 'Ok'.

- You will then be prompted to login with your existing account.

### Facebook Login

Log in to use your Facebook account with Development FollowMyHealth.

Email:

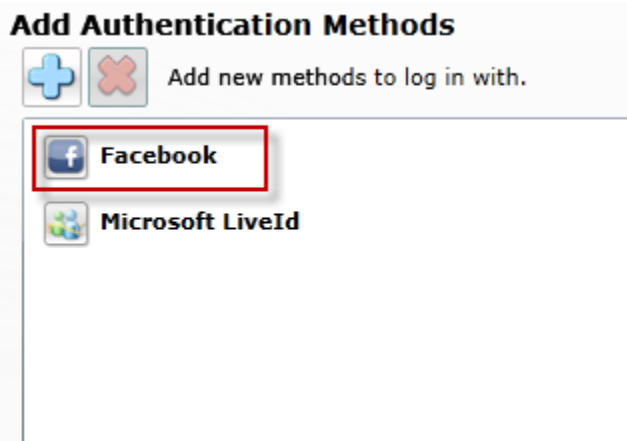
Password:

Keep me logged in

**Log In** or [Sign up for Facebook](#)


[Forgot your password?](#)

- Once you enter your login credentials, the method will display.

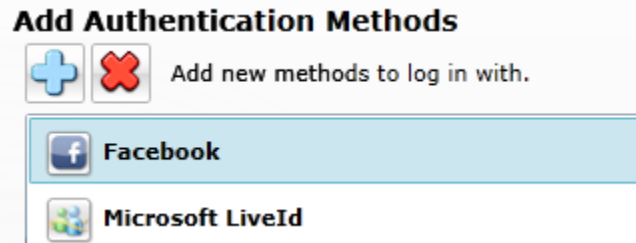


❖ You can add all four authentication methods if you have an account for each.

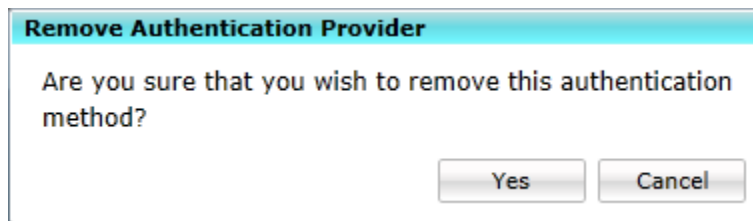
❖ You are only allowed one account for each method.

-  The 'X' icon allows you to delete a method from your list.

- Highlight the method you wish to delete.

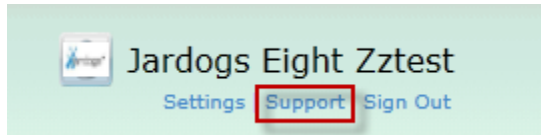


- ❖ Click the 'X' icon.
- You are prompted with a 'Remove Authentication Provider' window.
  - ❖ Click 'Yes' to remove this authentication method.

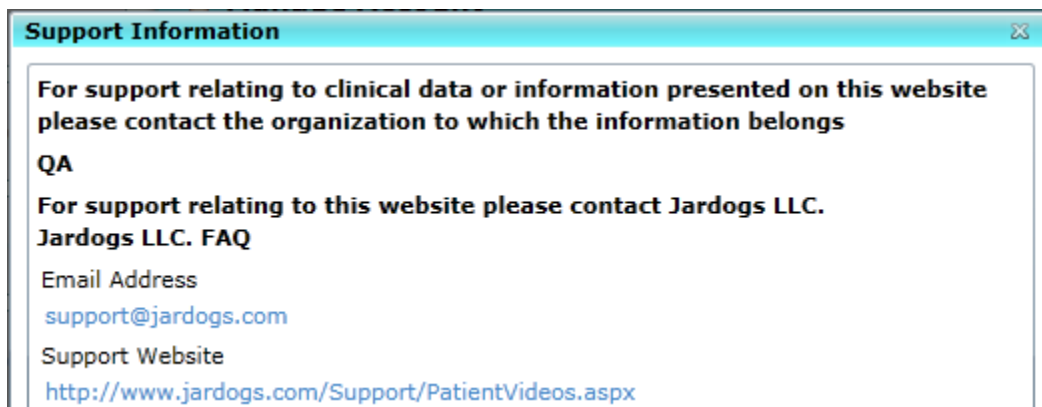


## Support

If you have a question about your Patient Portal, please consult the ‘Support’ hyperlink.

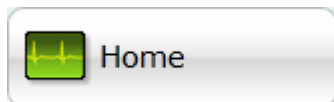


- If you have basic questions about how the product works or your question is related to your medical information or care, please contact [PortalSupport@holzerclinic.com](mailto:PortalSupport@holzerclinic.com)
- If you would like to report an issue or suggest improvements to FollowMyHealth™, please contact Jardogs at [support@jardogs.com](mailto:support@jardogs.com)



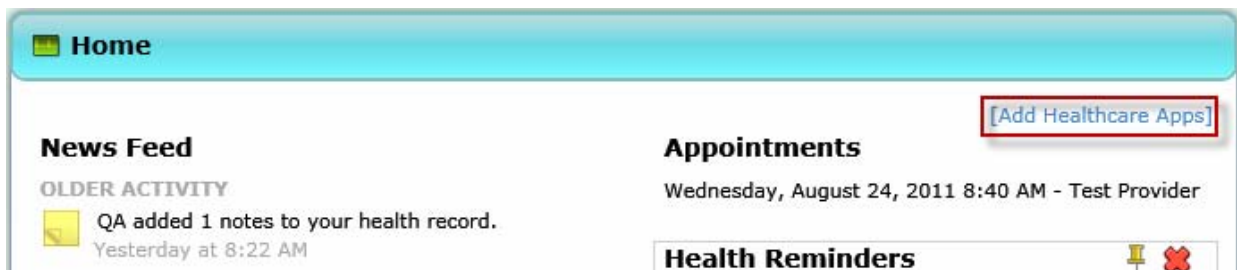
## Home Screen

The 'Home' tab displays different widget based programs that can be installed, moved and deleted from your home screen.

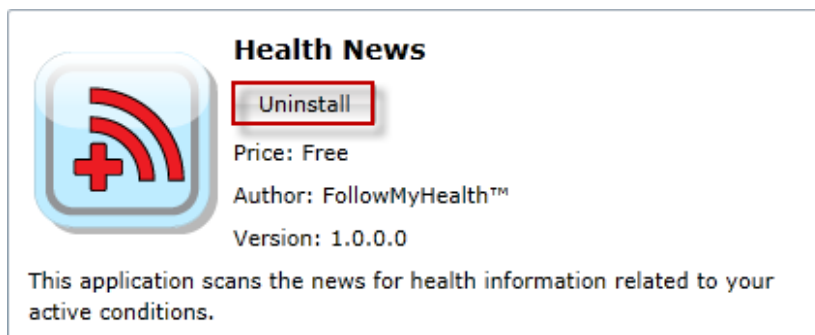


## Healthcare Apps

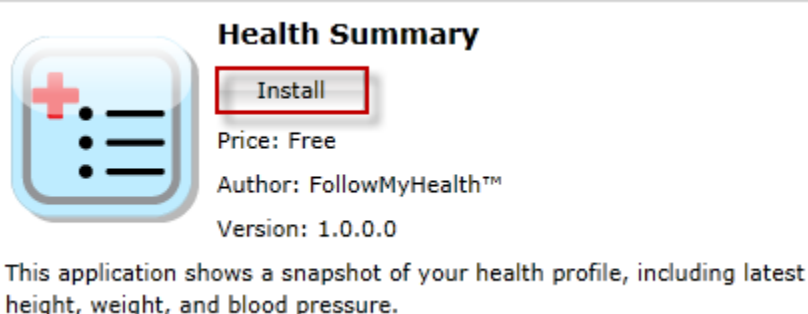
The 'Add Healthcare Apps' hyperlink allows you to install or uninstall a widget.



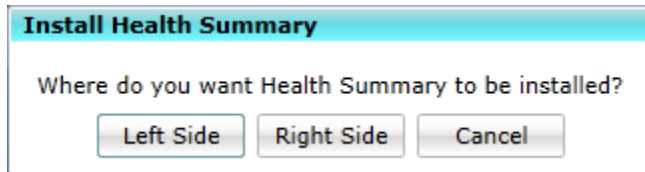
- Click the 'Add Healthcare Apps' hyperlink.
- To uninstall a widget that is already displaying on your Home screen, click the 'Uninstall' button.



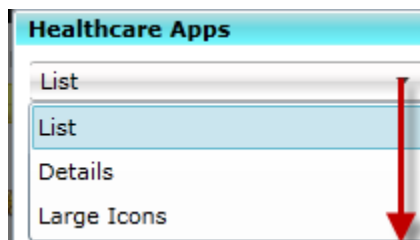
- To install a widget click on the 'Install' button.



- You must then specify which side you want the widget to be displayed.





- Click the 'Save' button when you have finished.
  - ❖ To change the view within the Healthcare Apps click the drop down arrow. You have 3 options to display the healthcare apps: List, Details, and Large Icons.



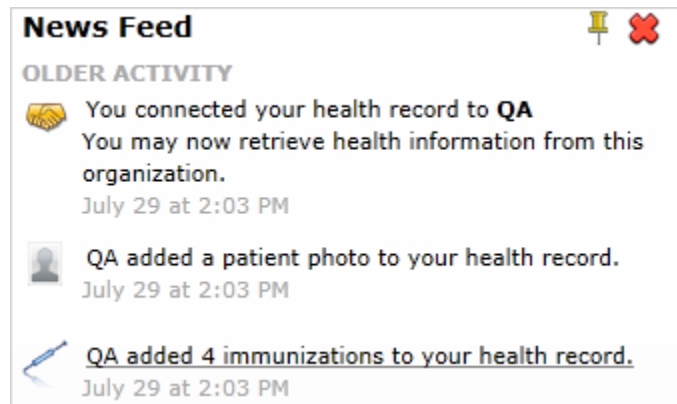
- Each widget can be moved or deleted from the Home screen.
  - Highlight a widget to reveal the move and remove icons.



-  The 'Move this widget' icon allows you to move a widget to a different spot within the Home screen.
-  The 'Remove from this screen' icon allows you to remove a widget from your Home screen.

The widgets currently available through FollowMyHealth™ are:

- **News Feed:** This application displays news concerning your health record and organizations you are connected to.
  - Each item in your News Feed is hyperlinked. Clicking on a hyperlink will navigate you to that corresponding section within FollowMyHealth™.



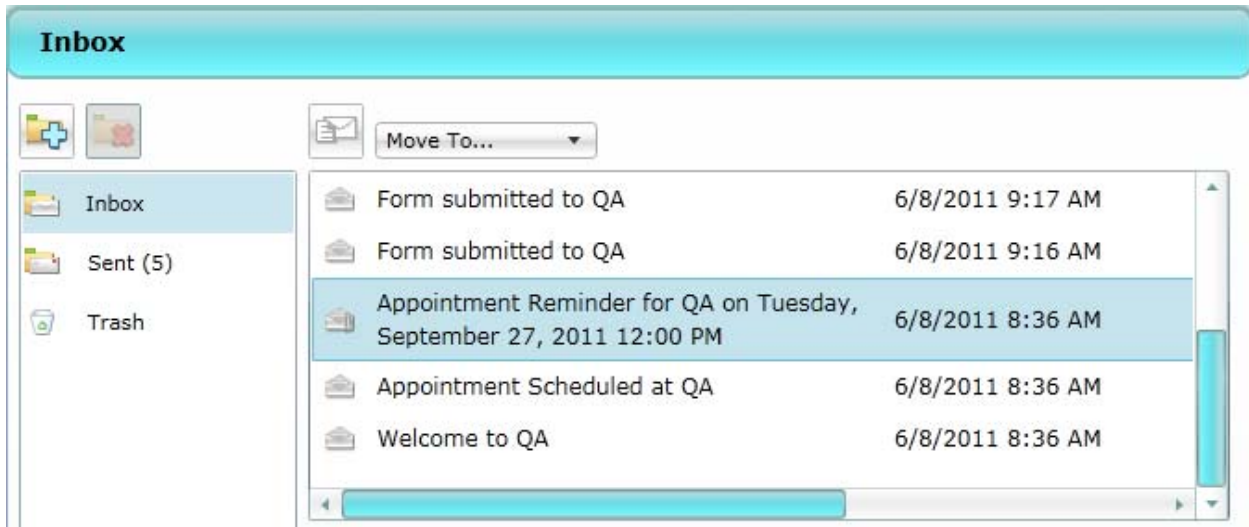
- **Appointments:** This application displays your upcoming appointments.
- **Health Reminders:** This application displays automated health maintenance reminders, based on information your doctor has entered in to their electronic medical record, to help you achieve the best care and results possible.
- **Health News:** This application returns the top results from Google's Science Daily, Health.
- **Profile:** This application guides you to use all the features of your personal health record.
- **Health Summary:** This application shows a snapshot of your health profile, including latest height, weight, and blood pressure.
- **Contact Information:** This application shows contact information associated with your health record.
- **My Profile:** This application shows basic information tied to your profile, such as name, address, and contact information.
- **My Charts:** This application charts results you have highlighted in your health record. This application may also display results which occur frequently within your record.

## Messages

The 'Messages' tab is similar to any e-mail.



The inbox contain messages related to your medical record. This includes private messages between you and your provider.



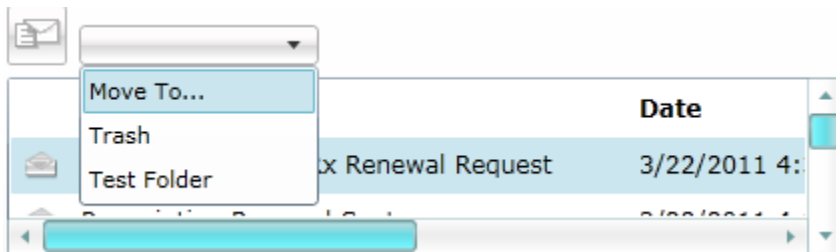
- The "Add a Category" icon allows you to create a personalized folder to store your important messages.
  - Name the folder.


**Folder Name**

What would you like to name this folder?

OK Cancel

- The "Remove a category" icon allows you to remove a folder that you have created.
- The "Move To..." drop down allows you to move a highlighted message from your inbox to the trash or a folder.

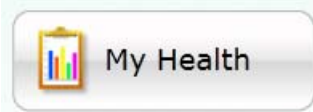


-  The “Compose a new message” icon allows you to send an message to your provider.
  - You are able to choose a provider that you have had an encounter with and that allows messaging from the drop down menu.

A screenshot of the "Compose New Email" window. At the top, it says "Compose New Email". Below that is a dropdown menu showing a profile picture and the name "Stefan Kozak". Underneath is a "Subject:" label followed by an empty text input field. Below that is a "Body:" label followed by a large empty text area. At the bottom right, there are two buttons: "Send" and "Cancel".

## My Health

The **'My Health'** tab contains your Electronic Medical Record. The tabs are intuitive and contain information directly related to their label.



- The **'Tab View'** contains ten tabs related to your health record.



### Summary

The **'Summary'** tab displays different widgets that can be installed, moved and deleted from your summary screen. The Summary tab is similar to the Home screen.

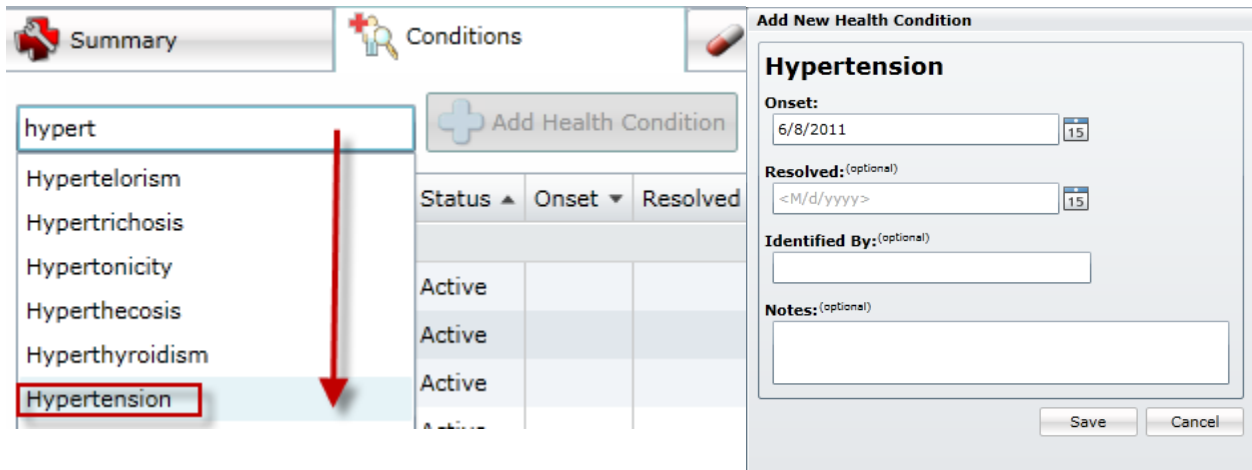
- ❖ Please refer to the 'Home' screen section for more information.



### Conditions

The **'Conditions'** tab allows you to view, add and resolve health conditions.

- To add a health condition, type the condition in the text box provided.
  - Select your health condition from the list that populates.
    - ❖ Click "Add Health Condition".
  - Enter the Onset date. The Resolved, Identified By, and Notes are all optional fields.
    - ❖ Click on the "Save" button when you are finished.

- Adding a condition to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.





- ❖  The “Show details for a condition” icon allows you to view your condition information.
- ❖  The “Remove a condition” icon allows you to remove a condition from your personal health record.
  - Removing a condition from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.


## Medications

The ‘**Medications**’ tab allows you to view, add and renew medications.

- To add a medication, type the medication in the text box provided.
  - Select your medication from the list that populates.
    - ❖ Click “Add Medication”.
  - Complete the required fields: How Many, Strength, Units and Status. The Notes field is optional.
    - ❖ Click on the ‘Save’ button when you are finished.

- ❖ Adding a medication to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.

- ❖  The 'Show details for a medication' icon allows you to view your medication information.
- ❖  The 'Request a prescription renewal' icon sends a renewal request to your provider.
  - Please Note: Prescriptions can only be requested from doctors who have prescribed the medication to you in the past.

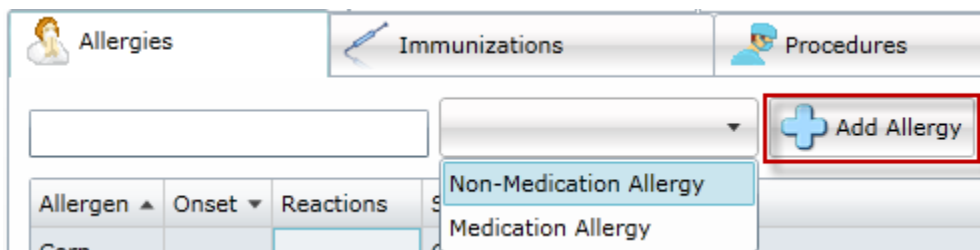
- ❖  The 'Remove a medication' icon allows you to remove a medication from your personal health record.



- Removing a medication from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

## Allergies

The **'Allergies'** tab allows you to view and add allergies.

- To add an allergy, type an allergy in the text box provided.
  - Select your allergy from the list that populates.
    - ❖ Click 'Add Allergy'.
  - Click the "Non-Medication Allergy" drop down to select between non-medication allergy or medication allergy.
  - Enter to Onset date. The Resolved, Identified By, and Notes are all optional fields. You can even add the Allergy Type and the Allergic Reaction.
    - ❖ To add an Allergic Reaction, type the reaction in the text box provided.
      - Click the 'Add' icon.
      - Click on the 'Save' button.

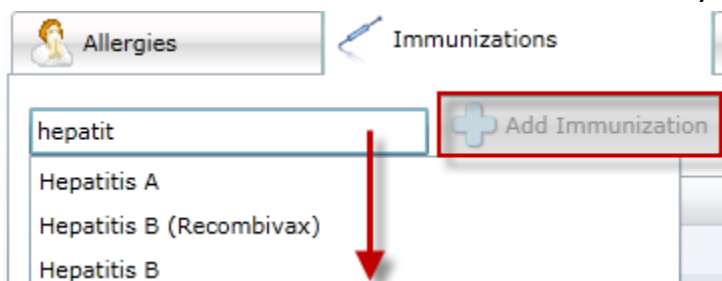




- ❖  The 'Show details for allergy' icon allows you to update your allergy information.
- ❖ Adding an allergy to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The 'Remove an allergy' icon allows you to remove an allergy from your personal health record.
  - Removing an allergy from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

## Immunizations

The **'Immunizations'** tab allows you to view and add immunizations.

- To add an immunization, type the immunization in the text box provided.
  - Select your immunization from the list that populates.
    - ❖ Click 'Add Immunization'.
  - Enter the Administered Date. The Dose, Route of Administration, Manufacturer, Series, and the Notes field are optional.
    - ❖ Click on the "Save" button when you are finished.

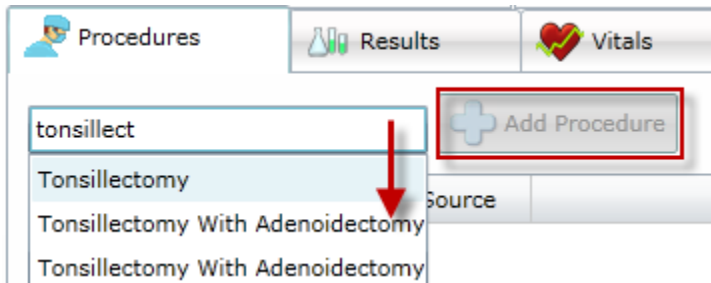




- ❖  The 'Show details for an immunization' icon allows you to update your immunization information.
- ❖ Adding a immunization to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The "Remove an immunization" icon allows you to remove an immunization from your personal health record.
  - Removing an immunization from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

## Procedures

The **'Procedures'** tab allows you to view and add procedures.

- To add a procedure, type the procedure in the text box provided.
  - Select your procedure from the list that populates.
    - ❖ Click 'Add Procedure'.
  - Enter the Procedure date. The Performed By, and Notes are optional fields.
    - ❖ Click on the 'Save' button when you are finished.

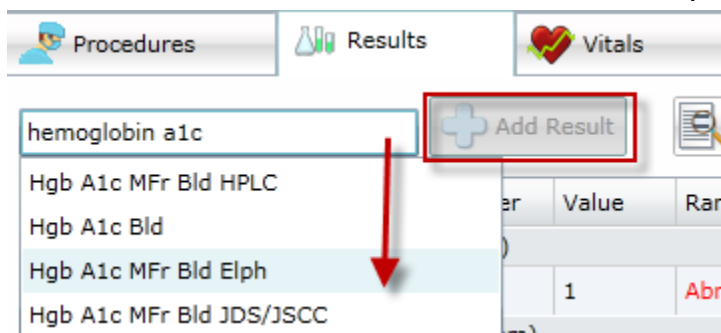



- ❖  The 'Show details for a procedure' icon allows you to update your procedure information.
- ❖ Adding a procedure to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The 'Remove a procedure' icon allows you to remove a procedure from your personal health record.
  - Removing a procedure from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.



## Results

The **'Results'** tab allows you to view, add, and graph your results.

- To add a result, type the result in the text box provided.
  - Select your result from the list that populates.
    - ❖ Click 'Add Result'.
  - Enter the Result Date, Value and the Units. The Ordered By and Notes are optional fields.
    - ❖ Click on the 'Save' button when you are finished.



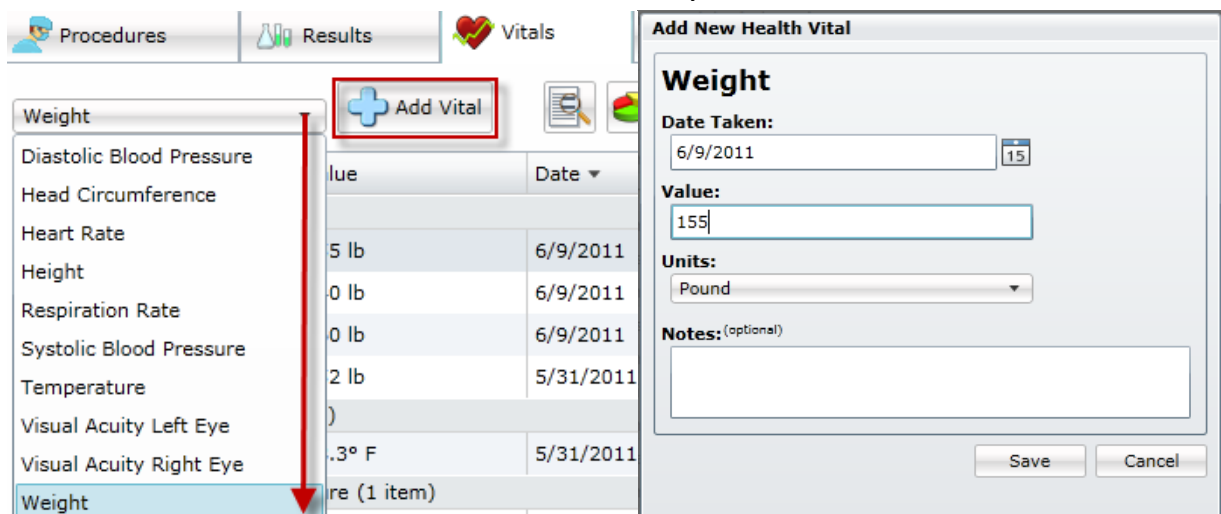
- ❖  The 'Show details for a result' icon allows you to update your result information.

- ❖ Adding a result to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The 'Chart' icon allows you to chart your result information.
- ❖  The 'Remove a result' icon allows you to remove a result from your personal health record.
  - Removing a result from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.


## Vitals


The 'Vitals' tab allows you to view, add, and graph your vitals.

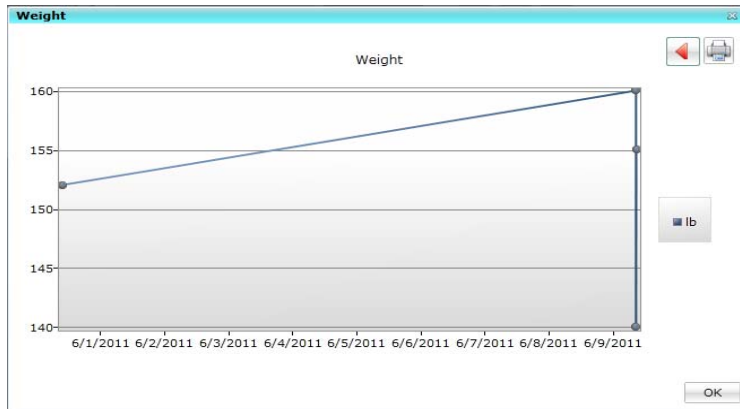
- Click the drop down arrow and choose the vital you wish to add.
  - Click 'Add Vital'.
  - Enter the Value, the Units and the Date Taken. The Notes field is optional.
- ❖ Click on the 'Save' button when you are finished.




Vital Type	Value	Units	Date
Weight	155	Pound	6/9/2011
Weight	100	lb	6/9/2011
Weight	100	lb	6/9/2011
Weight	120	lb	5/31/2011
Temperature	98.3	F	5/31/2011

- ❖  The "Show details for a vital" icon allows you to update the vital you selected.
- ❖ Adding vitals to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.



- ❖  The “Chart the value of a vital over time” icon allows you to graph your selected vitals.



-  The ‘Pin’ icon allow you to pin this chart to your health record.

**Pin Chart**

Pin chart to health record summary?

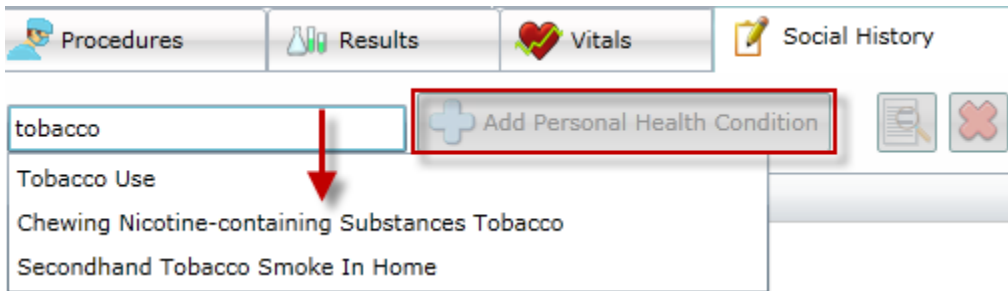
-  The ‘Print’ icon allows you to print the graph.
- ❖  The ‘Remove a vital’ icon allows you to remove a vital from your personal health record.
  - Removing a vital from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

## Social History

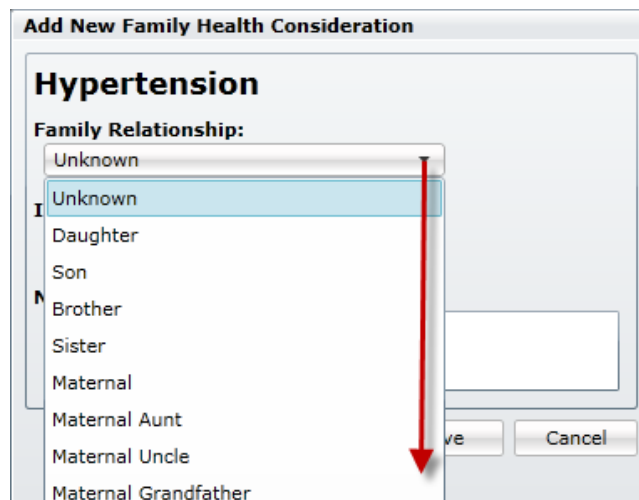
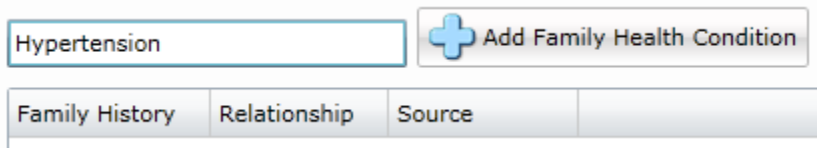
The ‘**Social History**’ tab allows you to view and add personal and family health conditions.



- To add a personal health condition, type the health condition in the text box provided.
  - Click ‘Add Personal Health Condition’.
  - Enter the Frequency and the Intervals. The Identified By and Notes are optional fields.

❖ Click on the ‘Save’ button when you are finished.



- To add a family health condition, type the health condition in the text box provided.
  - ❖ Click ‘Add Family Health Condition’.
- Select the Family Relationship from the drop down selection. The Identified By and Notes are optional fields.
  - ❖ Click on the ‘Save’ button when you are finished.






- ❖  The ‘Show details for a condition’ icon allows you to update your personal health information.
- ❖ Adding social history to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The ‘Remove a condition’ icon allows you to remove a personal health condition from your personal health record.

- Removing a condition from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

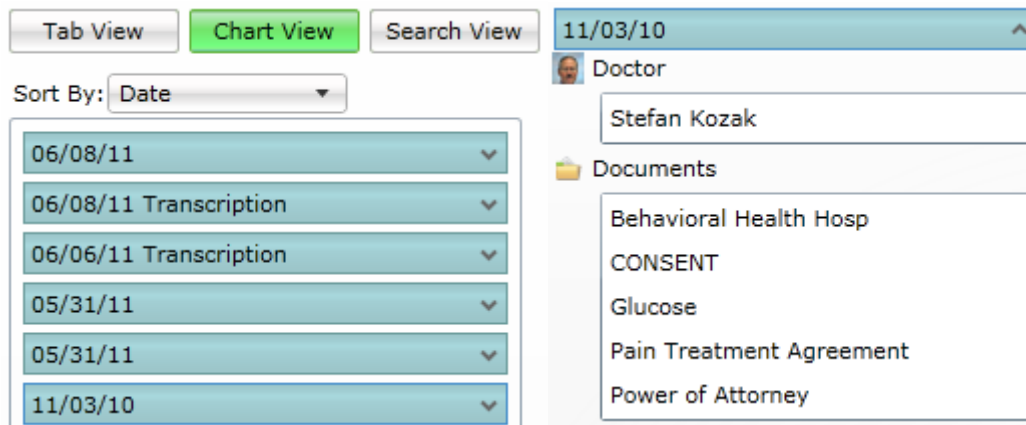
## Documents

The **‘Documents’** tab allows you to view Scanned Documents and Notes in your health record. Simply double click to open a document.

- ❖  The ‘View the selected document’ icon allows you to view the selected document.
- ❖  The ‘Add a document’ icon allows you to add an electronic document to your personal health record.
- ❖ Adding a document to FollowMyHealth™ only affects your personal health record. It will not be added to your legal record maintained by your physicians.
- ❖  The ‘Remove the selected document’ icon allows you to remove a document from your personal health record.
  - Removing a document from FollowMyHealth™ only affects your personal health record. It does not impact data in your legal record maintained by your physicians.

## Chart View

The **‘Chart View’** tab contains the same information as the Tab View, but displays it in a list that is grouped by Data or Provider.

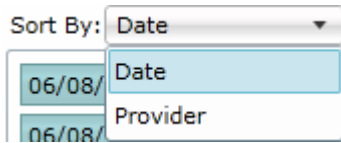


The screenshot shows the 'Chart View' interface. At the top, there are three tabs: 'Tab View', 'Chart View' (which is highlighted in green), and 'Search View'. To the right of the tabs is a date selector set to '11/03/10'. Below the tabs is a 'Sort By:' dropdown menu currently set to 'Date'. The main content area displays a list of documents grouped by date. The visible entries are:

- 06/08/11
- 06/08/11 Transcription
- 06/06/11 Transcription
- 05/31/11
- 05/31/11
- 11/03/10

On the right side of the interface, there is a section for the selected date '11/03/10'. It shows a 'Doctor' field with 'Stefan Kozak' and a 'Documents' section containing a list of document titles: Behavioral Health Hosp, CONSENT, Glucose, Pain Treatment Agreement, and Power of Attorney.

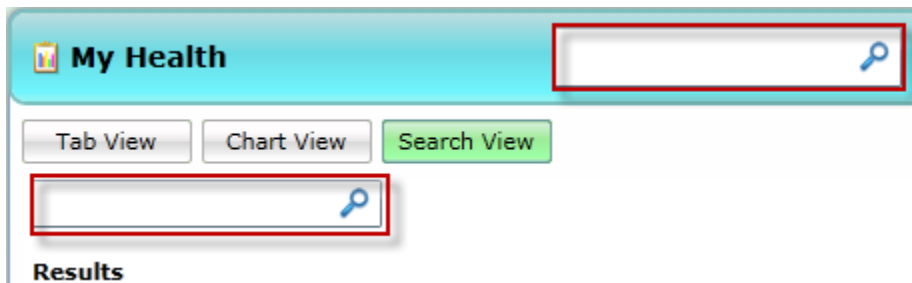
- Click the ‘Sort By’ drop down menu to sort by Date or Provider.



## Search View

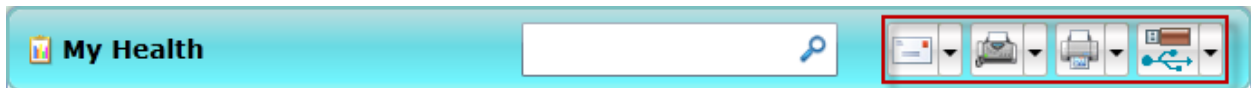
The **'Search View'** tab allows you to search your record for specific information regardless of time or provider.





- There is also a search box located on the My Health banner.



## Patient Banner Icons

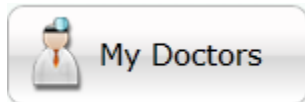
The **'Patient Banner Icons'** are located in the top right corner of the My Health window




-  The **'Email health record'** icon allows you to email items from your health record.
-  The **'Fax health record'** icon allows you to fax items from your health records.
-  The **'Print health record'** icon allows you to print your health record.
-  The **'Export health record'** icon allows you to export your health record.

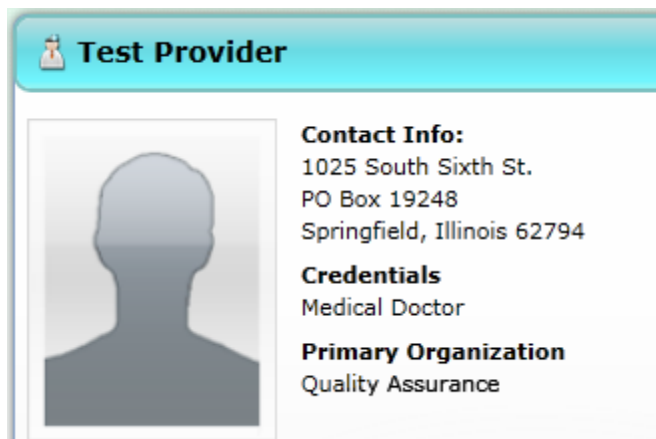
## My Doctors


The 'My Doctors' tab displays all providers with whom you have had an encounter, including appointments. They are listed in order of frequency.



Each provider's profile gives you basic information about them and shows you what services they have enabled.

-  The 'View provider's details' icon allows you to view your providers Specialties, Contact Info, Credentials, and Primary Organization.



-  The 'Schedule a new appointment' icon allows you to schedule an appointment.
  - Select the Organization and the Provider from the drop down menus.
  - Selected the preferred appointment date.
    - ❖ Multiple dates may be selected by holding the Ctrl key.
  - Enter a Reason for Appointment and any Special Instructions you may have.
    - ❖ Click 'OK'.

**Schedule An Appointment**

**Organization**  
QA

**Provider**  
Test Provider

**Available Days**

◀ June, 2011 ▶

Su	Mo	Tu	We	Th	Fr	Sa
				9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

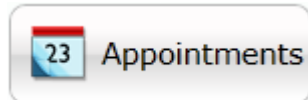
**The dates and times requested may or may not be available**

**Reason for Appointment**  
Back Pain

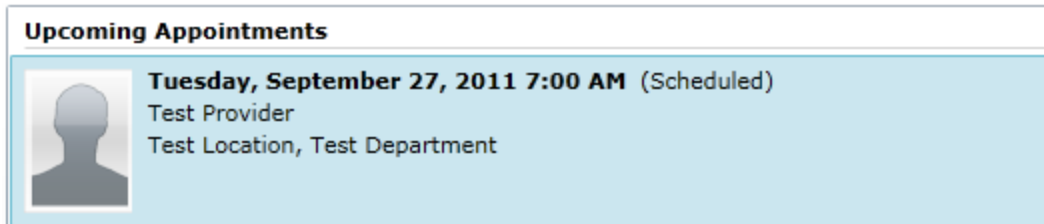
**Special Instructions**  
Mornings Preferred

## Appointments

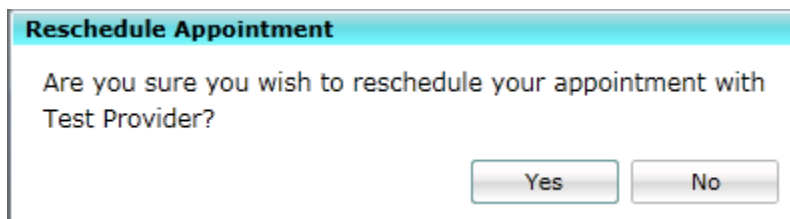
The 'Appointments' tab displays the time, provider, and location of appointments.



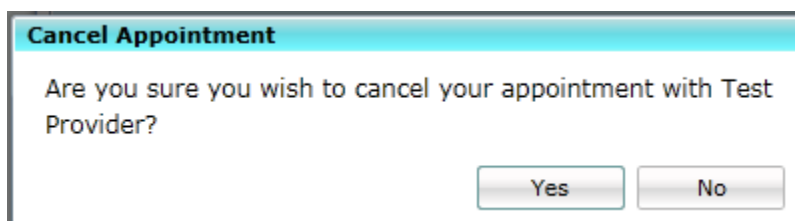
- Click on an Upcoming Appointment.





- The 'Schedule a new appointment' icon allows you to schedule an appointment.
- The 'Reschedule an appointment' icon allows you to select an upcoming appointment and reschedule it.
  - ❖ Clicking this icon will prompt a Reschedule Schedule box.
  - ❖ Click "Yes" to reschedule your appointment.



- The "Cancel an appointment" icon allows you to cancel an upcoming appointment.
  - ❖ Clicking this icon will prompt a cancel appointment box.
  - ❖ Click "Yes" to proceed with the cancellation.



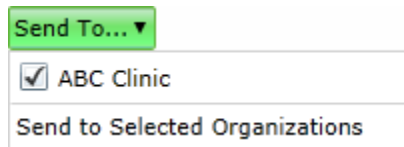
-  The “Filter cancelled appointments” icon allows you to display all of your cancelled appointments.
-  The ‘Export Appointment’ icon allows you to export your appointment to add to an external device’s calendar.

## My Info

The **'My Info'** tab allows you to update your basic demographics, emergency contact, responsible party, and insurance information. Changes made to information in the 'My Info' section can be sent to Holzer, though it may not be transferred into the various Holzer systems.



- **Save All** The 'Save All' button allows you to save all the information you entered within the four major tabs in 'My Info'.
- **Send To...** The 'Send To' button allows you to send your information to your connected organizations.
  - Click the 'Send To' button to display the organizations you are connected with.



- Check the box next to the organizations you wish send your information and click, 'Send to Selected Organizations'.

The **'General'** tab allows you to update your basic information, social information and preferred pharmacy.

- To update your demographics, click the 'Edit' icon next to 'Basic Information'.

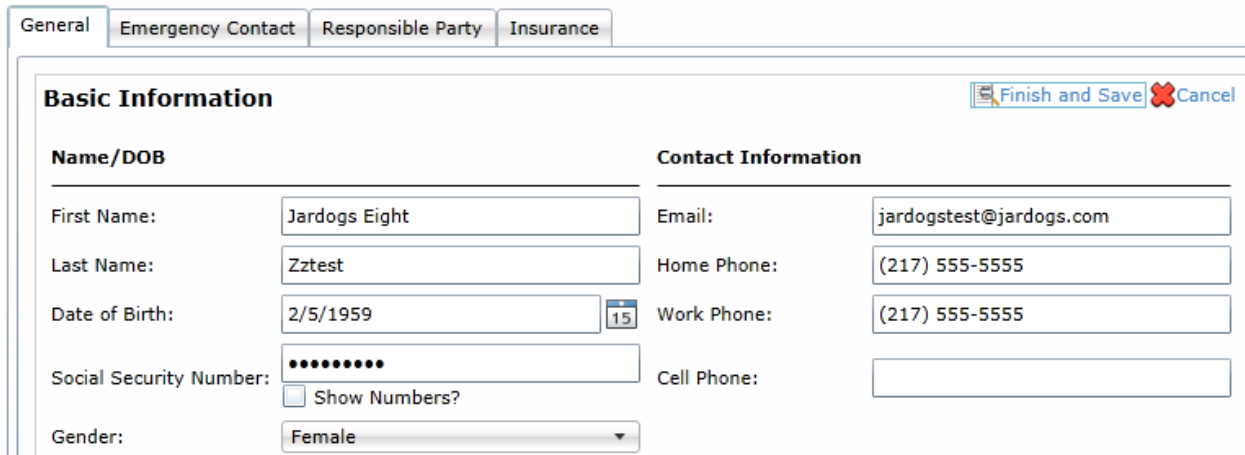
General	Emergency Contact	Responsible Party	Insurance
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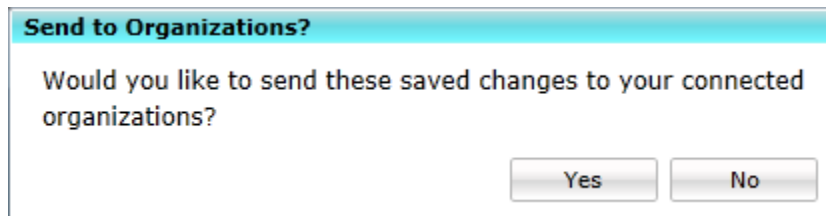
**Basic Information**

Name/DOB	Contact Information
First Name: Jardogs Eight	Email: jardogstest@jardogs.com
Last Name: Zztest	Home Phone: (217) 555-5555
Date of Birth: February 05, 1959	Work Phone: (217) 444-4444
Social Security Number: XXX-XX-5959	Cell Phone: 217-333-3333
Gender: Female	

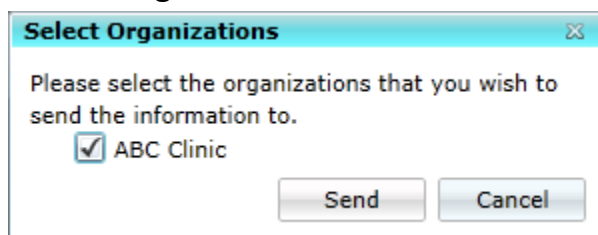
-  **Edit** The 'Edit' icon exposes the editable fields.




-  **Finish and Save** The 'Finish and Save' icon allows you to save your changes and send the information to an organization you are connected with.
-  **Cancel** The 'Cancel' icon will cancel any changes you made to your information.
  - Click the 'Finish and Save' icon after you have updated your demographics. You will then be prompted with a 'Send to Organizations' window.



- Click the 'Yes' button if you want send your updated information to your connected organizations. You are then prompted with the 'Select Organizations' window.



- The organizations you are connected with will display. Check the organizations that you wish to send your updated information and click, 'Send'.
  - ❖ The organizations will then receive your updated information.
- To answer the federal requirement questions, click the 'Edit' icon next to 'Social Information'.
  - ❖ It is a federal requirement that we ask the next questions. If you are uncomfortable answering any of these, you have the option to decline (by choosing 'declined to Answer' in the dropdown).

**Social Information** 

It is a federal requirement that we ask the next questions. If you are uncomfortable answering any of these, you have the option to decline (by choosing 'Declined to Answer' in the dropdown).

Race:

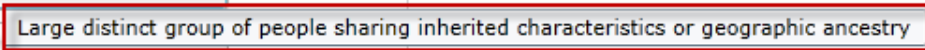
Religion: Unknown

Ethnicity:

Language: Not Reported

- Highlight any of the 'drop down' menus to display a 'Tool Tip' with more information.

Race:

Religion:  

Ethnicity:

Language:

- To answer any of the following questions, click the corresponding 'drop down' menu.

Race:

Religion:

Ethnicity:

Language:

Declined to Answer

American Indian or Alaska Native

Asian

Black or African American

Hispanic

Native Hawaiian or Pacific Islander

White

- When you have finished answering the following questions, click 'Finish and Save'.
- To add a pharmacy, click the 'Edit' icon next to 'Preferred Pharmacy'.

**Preferred Pharmacy** 

Preferred Pharmacy:

- The 'Find a Pharmacy' window will display.


**Find a Pharmacy** ✕


Zip Code:


Distance in Miles:

Organization Type: Pharmacy

Pharmacy Name:

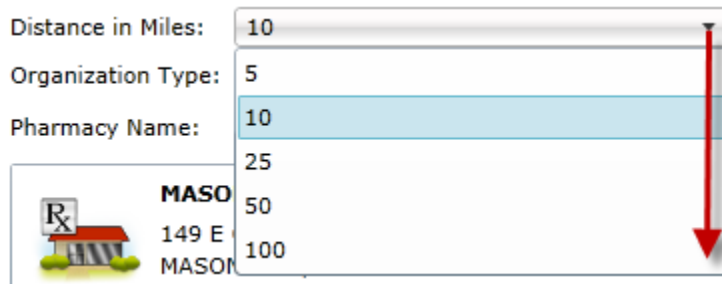
 **ALTAMONT PHARMACY 12 N. 3RD**  
12 N. 3RD  
ALTAMONT, Illinois 62711

 **BACHMANN-KEEFNER DRUG STORE 530 E C**  
530 E CAPITOL  
SPRINGFIELD, Illinois 62701

 **BEEKMAN PHARMACY 420 S CROSSING DR**  
420 S CROSSING DR

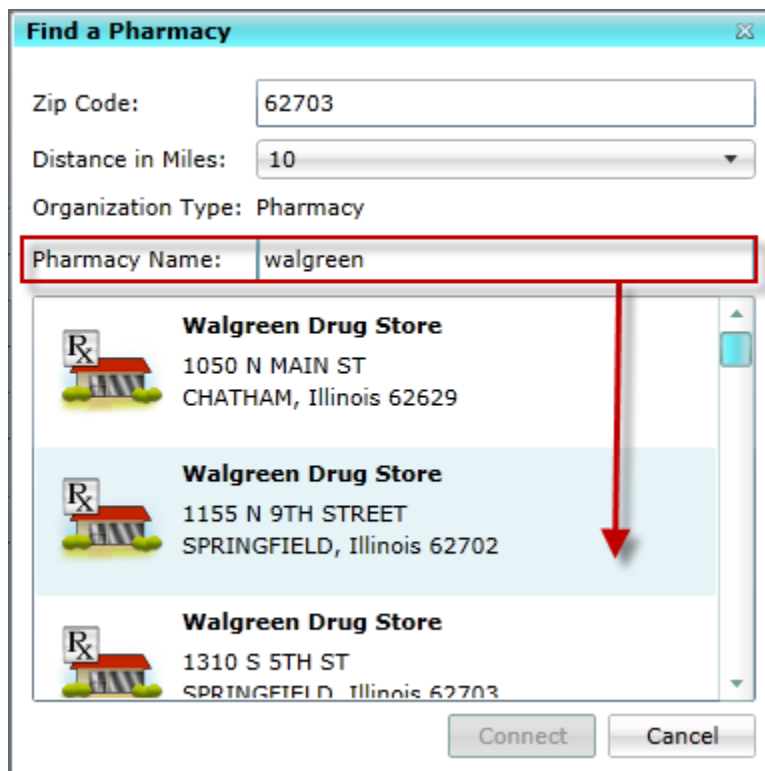
- Enter your zip code, if the zip code provided is incorrect.
  - ❖ The zip code field will default to the zip code entered in FollowMyHealth™.

- Click the 'Distance in Miles' drop down menu to broaden your search.



A screenshot of a search interface showing three filter fields: 'Distance in Miles' with a dropdown menu set to '10', 'Organization Type' set to '5', and 'Pharmacy Name' with a dropdown menu set to '10'. Below these fields is a pharmacy listing for 'MASO' at '149 E MASON'. A red arrow points to the 'Distance in Miles' dropdown menu.

- You also have the option to type in a pharmacy name. Type the name of your pharmacy in the 'Pharmacy Name' space.



A screenshot of a 'Find a Pharmacy' dialog box. It contains fields for 'Zip Code' (62703), 'Distance in Miles' (10), and 'Organization Type' (Pharmacy). The 'Pharmacy Name' field contains 'walgreen' and is highlighted with a red border. Below the field is a list of three Walgreen Drug Store results with their addresses. A red arrow points to the 'Pharmacy Name' field.

- ❖ You are not allowed to free text your pharmacy. Typing in the name of the pharmacy will populate a list of existing pharmacies.
  - Highlight the preferred pharmacy and then click the 'Connect' button.
- To remove your preferred pharmacy, click the 'Clear' hyperlink under 'Preferred Pharmacy'.

**Preferred Pharmacy:** (optional)

Unknown

[Edit]

[Clear]

The **'Emergency Contact'** tab allows you to update your emergency contact information.

- To update your emergency contact information, click the 'Edit' icon next to 'Emergency Contact'.

The screenshot shows a web interface with four tabs: 'General', 'Emergency Contact', 'Responsible Party', and 'Insurance'. The 'Emergency Contact' tab is active. Below the tabs, there is a section titled 'Emergency Contact' with an 'Edit' icon in the top right corner, highlighted with a red box. The form contains the following information:



Name		Contact Information	
First Name:	Jardogs	Home Phone:	(217) 555-5555
Last Name:	Emergency	Work Phone:	(217) 444-4444
		Cell Phone:	(217) 333-3333

**Address**

Street:	25 Main St
City:	Springfield
State:	Illinois
Zip Code:	62703

- When you have finished updating your emergency contact information, click 'Finish and Save'.

General | **Emergency Contact** | Responsible Party | Insurance

**Emergency Contact**  Finish and Save  Cancel

Name		Contact Information	
First Name:	Jardogs	Home Phone:	(217) 555-5555
Last Name:	Emergency	Work Phone:	(217) 444-4444
		Cell Phone:	(217) 333-3333

**Address**

Street: 25 Main St

City: Springfield

State: Illinois

Zip Code: 62703

The **'Responsible Party'** tab allows you to update your guarantor information.

- To update your guarantor information, click the 'Edit' icon next to 'Responsible Party Information'.

General | Emergency Contact | **Responsible Party** | Insurance

**Responsible Party Information**  Edit

Name		Contact Information	
First Name:	Jardogs Eight	Home Phone:	(217) 555-5555
Last Name:	Zztest	Work Phone:	(217) 444-4444
Relationship:	Other	Cell Phone:	(217) 333-3333

**Address**

Street: 25 Main

City: Springfield

State: Illinois

Zip Code: 62703

- When you have finished updating your guarantor information, click ‘Finish and Save’.

**Responsible Party Information** Finish and Save Cancel

Name		Contact Information	
First Name:	Jardogs Eight	Home Phone:	(217) 555-5555
Last Name:	Zztest	Work Phone:	(217) 444-4444
Relationship:	Other / Unknown	Cell Phone:	(217) 333-3333
Address			
Street:	25 Main		
City:	Springfield		
State:	Illinois		
Zip Code:	62703		

The ‘**Insurance**’ tab allows you to update your primary, secondary and tertiary insurance.


- To update your insurances, click the ‘Edit’ icon next to ‘Insurance Information’.


**Insurance Information** Edit

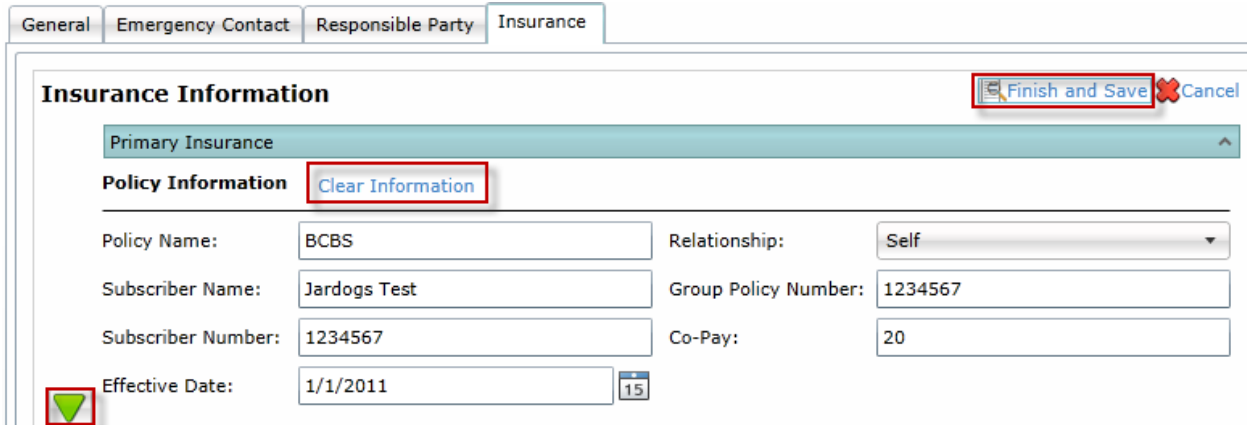
Primary Insurance

**Policy Information**



Policy Name:	BCBS	Relationship:	Self
Subscriber Name:	Jardogs Test	Group Policy Number:	1234567
Subscriber Number:		Co-Pay:	20
Effective Date:	January 01, 2011		

-  The ‘Demote’ icon allows you to demote your insurance policy.

-  The 'Promote' icon allows you to promote your insurance policy.
  - The 'Clear Information' removes your insurance information entered within the section.
- When you have finished updating your primary, secondary and tertiary insurances, click 'Finish and Save'.





General | Emergency Contact | Responsible Party | **Insurance**

**Insurance Information**  

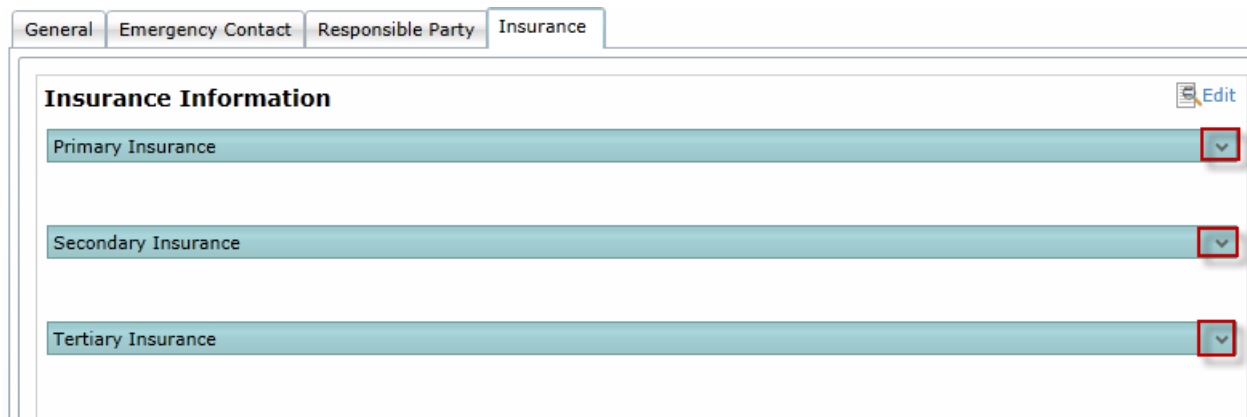
Primary Insurance ^

**Policy Information** Clear Information


Policy Name:	<input type="text" value="BCBS"/>	Relationship:	<input type="text" value="Self"/>
Subscriber Name:	<input type="text" value="Jardogs Test"/>	Group Policy Number:	<input type="text" value="1234567"/>
Subscriber Number:	<input type="text" value="1234567"/>	Co-Pay:	<input type="text" value="20"/>
Effective Date:	<input type="text" value="1/1/2011"/> 		





- You can your hide insurance information by collapsing the headers.
  - Click on the insurance headers to collapses the insurance information.




General | Emergency Contact | Responsible Party | **Insurance**

**Insurance Information** 

Primary Insurance 


Secondary Insurance 

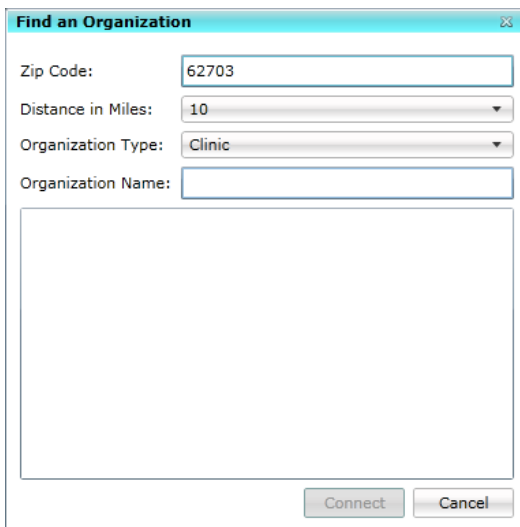
Tertiary Insurance 

## Connections

The **‘Connections’** tab displays the Organizations to which your Electronic Health Record is connected.




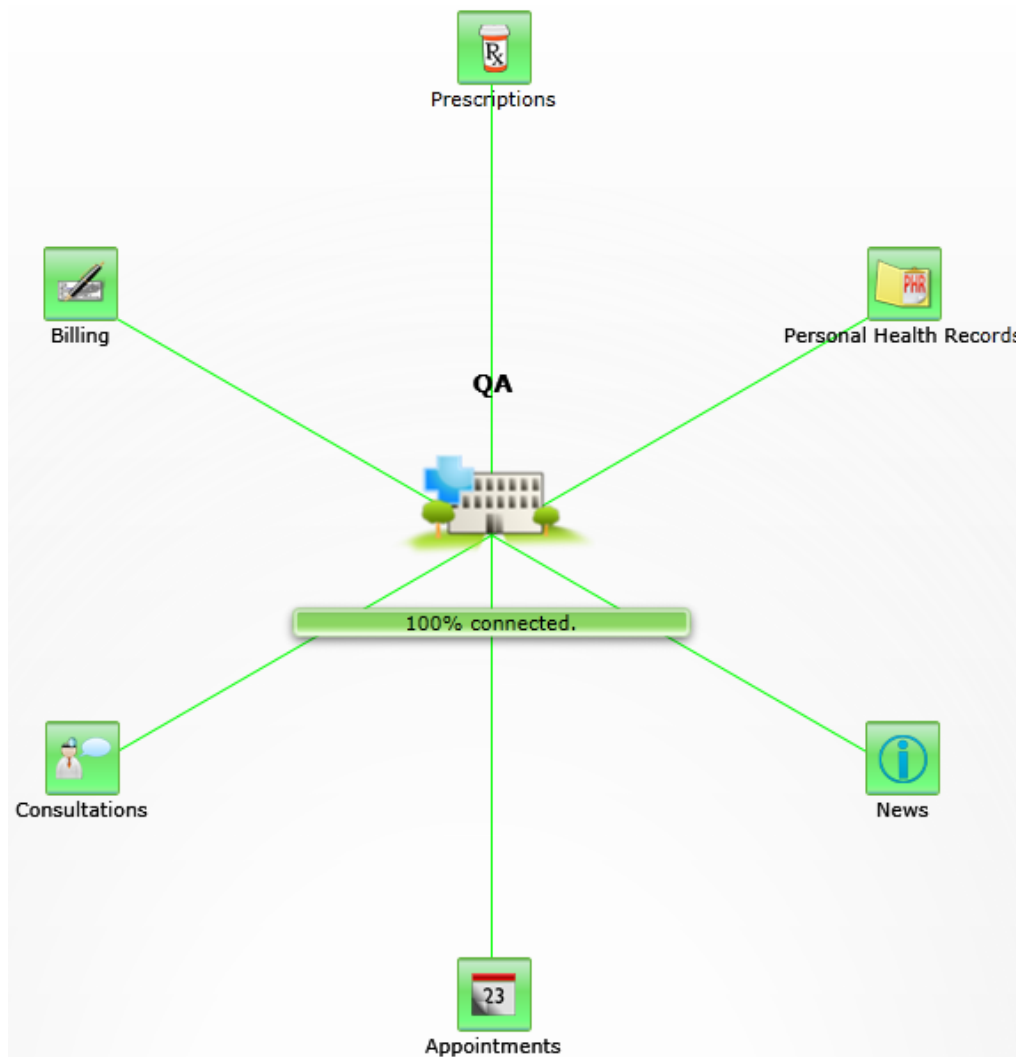
-  The ‘Add a connection to another organization’ icon allows you to connect with another organization.
  - Fill out the ‘Find an Organization’ window.
  - Any organization that fits your criteria will display.
  - Highlight the organization and click the ‘Connect’ button.
    - ❖ You will be in Pending status with that organization.






The dialog box titled "Find an Organization" contains the following fields and controls:

- Zip Code:
- Distance in Miles:
- Organization Type:
- Organization Name:
- A large empty rectangular area for displaying search results.
- Buttons:  and

-  The ‘Manage’ icon allows you to modify what information is communicated between you and the organization.
  - Detract or add connection by simply clicking on the appropriate type.



-  The 'Schedule a new appointment' icon allows you to schedule an appointment with the highlighted organization.
-  The 'Remove this connection' icon allows you to remove the connection with the highlighted organization.
-  The remaining buttons will take you to the corresponding material for the organization.

If you have further questions about functionality of an item that is (or is not) listed please contact Jardogs Support via email or by logging a case.

- [www.jardogs.com/support.aspx](http://www.jardogs.com/support.aspx)