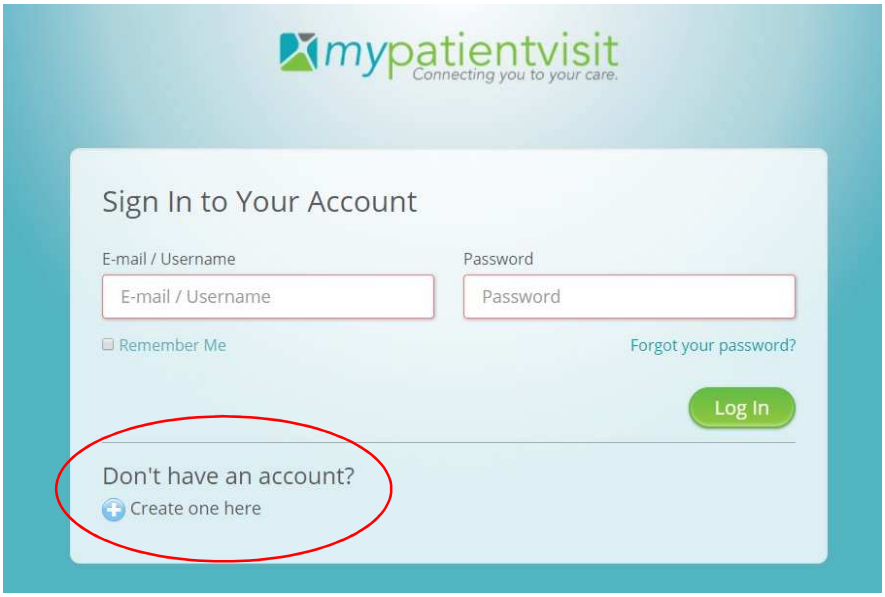
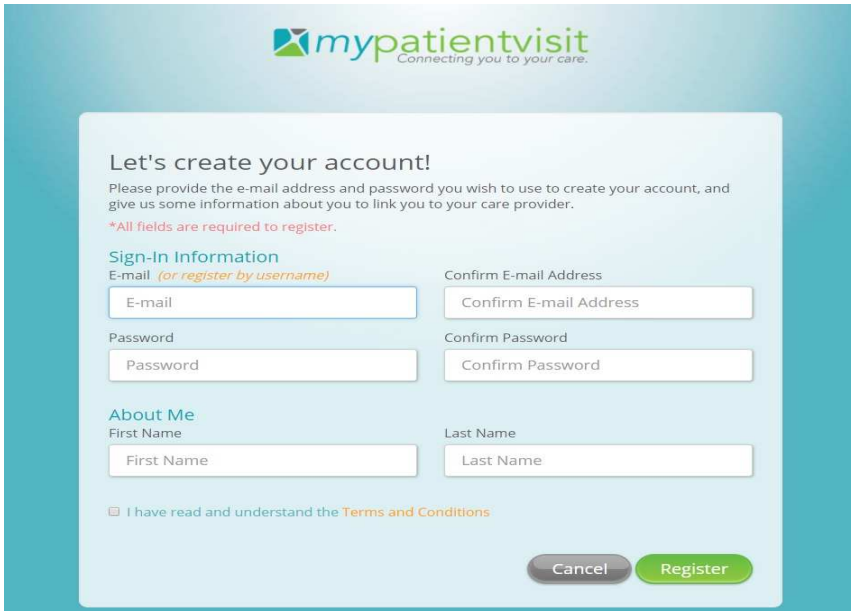
MY PATIENT PORTAL

Our patient portal through MyPatientVisit.com allows our patients to complete their healthy history questionnaire, along with reading and signing all of our office policies, when it is convenient to them. To allow for an easier check-in process, we request that all new patients complete their new patient documents through the portal prior to their appointment.

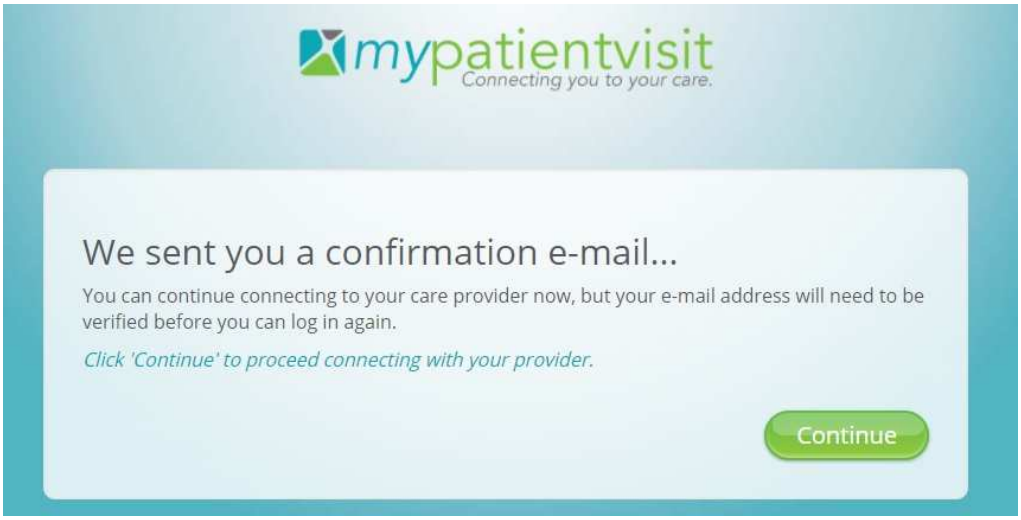
1. To begin the sign-up process, the patient will need to follow the MyPatientVisit.com link in their email. They will be brought to the sign-in screen, and because they are a new patient, they will need to select the "Don't have an account? Create one here" button in the bottom-left hand corner, as shown below.



2. From there, you will be brought to the "create account" screen. When filling in the boxes with their personal information, it is important that each box is outlined in green (which means the two boxes match). If it is outlined in red, then something is incorrect about the information entered, and will need to be corrected prior to moving onto the next screen.



3. After filling in all of the boxes (with each being outlined in green), and agreeing to the Terms and Conditions, click the "Register" button in the bottom-right hand corner. From there, the patient will be brought to the next screen, and sent an email verification email with a link to follow.



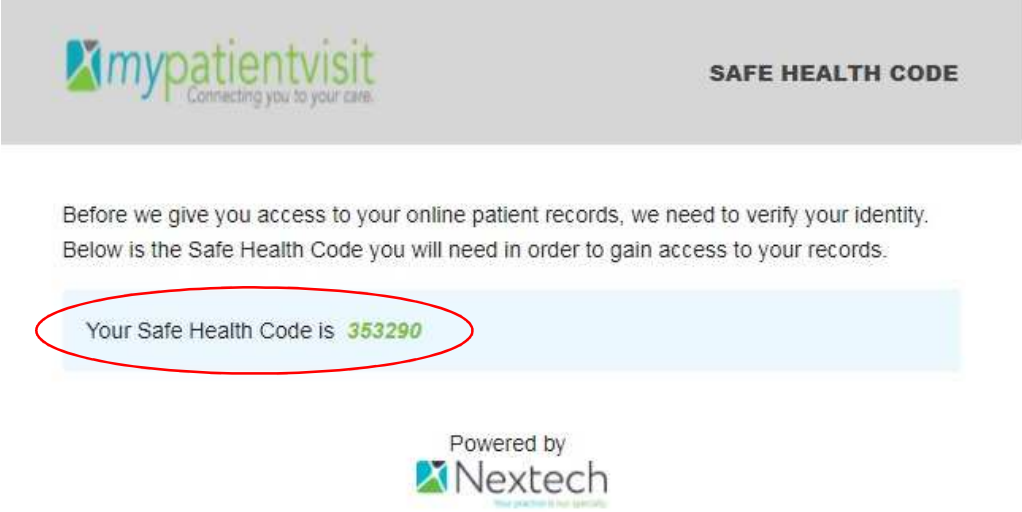
4. Once the patient's email address has been verified, they can log into their portal with their email and password they just created.

5. The next page the patient is brought to will ask them to select the patient whose medical record is being viewed. (If multiple patients are using the same email address, like a parent and child, or spouses, then there may be multiple patients to view.) Again, as a new patient, they will need to add themselves on this screen by selecting "Don't see the practice you're looking for?" (see next page for screen shot)

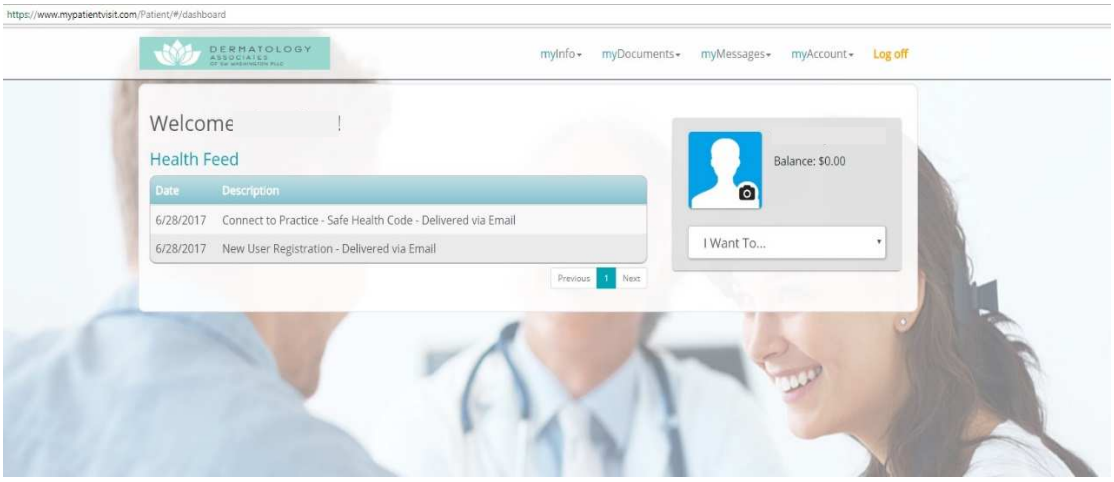
6. The next screen will prompt the patient to enter the practice ID (which was provided in the original email) and their date of birth. If they'd like, they can select the option that states "My care provider provided me with a security code", however, the practice ID and DOB option seems to be much easier.

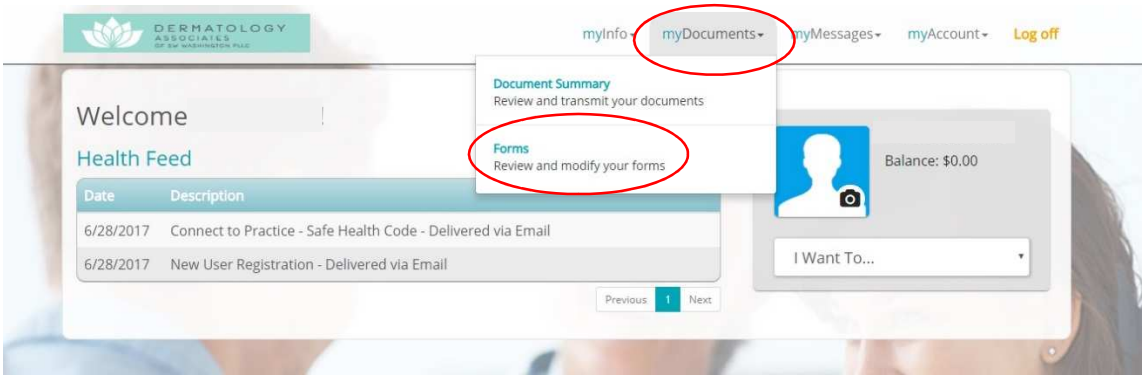
7. Once the Practice ID and patient date of birth are entered, they will need to "connect" and continue onto the next page. This next page will prompt them to select their email address so a "Safe Health Code" can be emailed to them. (This email may take a few minutes to come through to their email).

8. Once they receive their Safe Health Code email, as it shows below, they will need to enter it into the next screen on their Patient Portal. (This code will only be needed one-time for new patients).

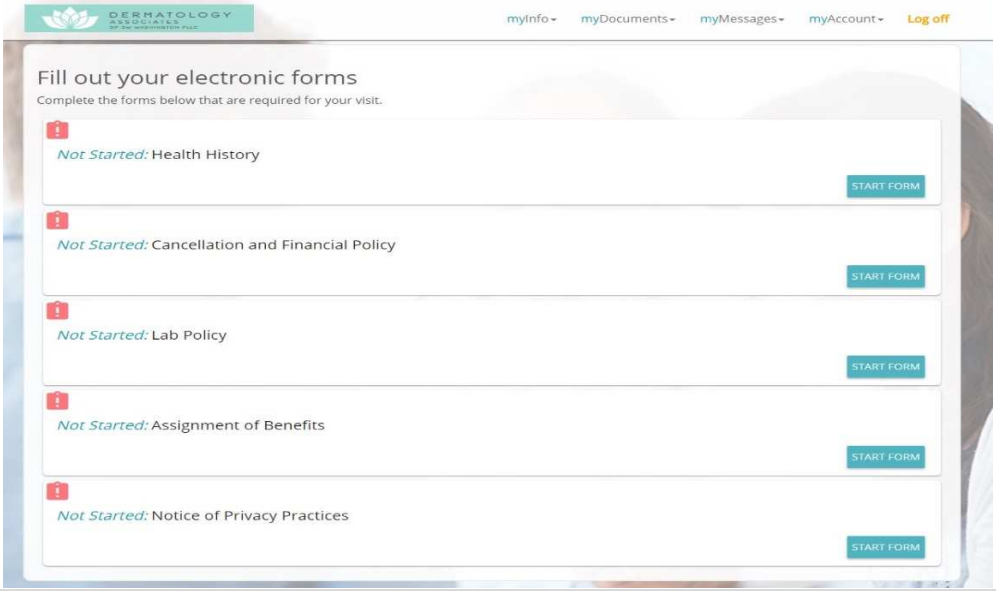


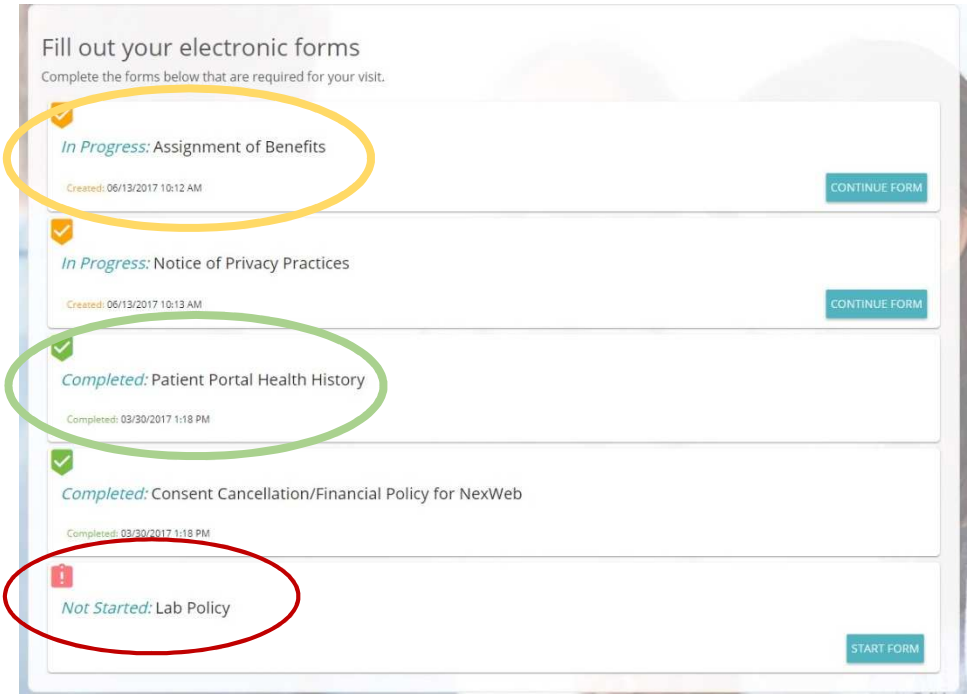
9. After the patient enters their Safe Health Code, they will be able to log into their portal! Their main screen will appear as shown below. They will need to select the "My Documents" tab at the top to access the necessary forms.



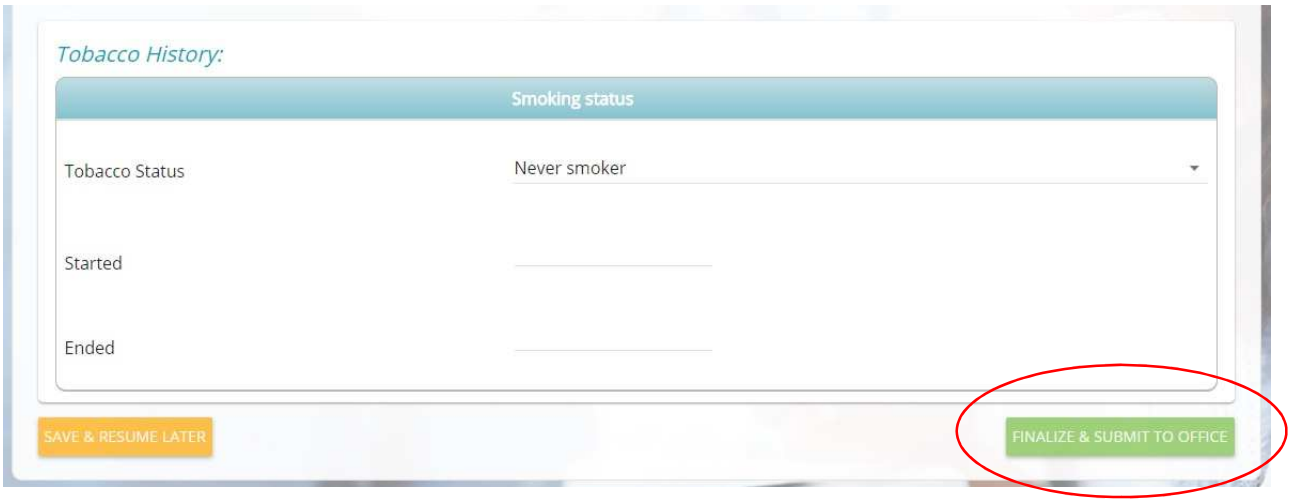


10. The documents tab will take the patient to the page to complete all of their electronic forms. As seen in the screenshots below, each form will indicate if it is "Not Started", "In Progress" or "Complete".





11. At the end of each document, there we will be an icon that says “Finalize & Submit to Office”. It is important that the patient selects this once completing each form, or else it will not show on their account.



Once all of the electronic forms are completed, the patient is ready for their appointment, and no further action will be needed on the patient portal.