

## Patient Portal Instructions

- Select The Patient Portal Link on the PCOFMI.COM website. This link will take you to the login screen for the portal.
- Use the username and password provided from our office to log into your portal account. You can also change your password at the login screen.
- Once logged into your portal you will see your “Dashboard.” From this screen you can access the features of the patient portal with the links on the left, open your current messages and view your appointments.

### PORTAL FEATURES

These links are available in the column on the left of your “Dashboard”

- **Patient Information:**  
You can update your personal information including your demographic information, address, phone number, emergency contact information and pharmacy of choice. After you have updated your information click on save at the bottom of the screen to apply your changes.
- **Message Center:**  
The message center allows you to send and receive messages from our office staff regarding appointments, billing, portal assistance and general information. New messages and replies will also appear on your main “Dashboard” screen.
- **Patient Appointments:**  
This will allow you to view your appointment history.
- **Questionnaires:**  
This is where you will find forms that our staff will need you to complete prior to your appointments (health histories, etc). Completing all questionnaires and submitting them prior to your visits will allow us to review your information prior to your appointment and help to decrease your time spent in the office.

Click on the questionnaire to open it. When you answer all the questions on the screen click the next tab. Some screens require an answer and you will not be able to advance until an answer is provided. If you are unable to complete the questionnaire you can save your answers and return to it for completion later. After you have completed a questionnaire, be sure to click the finish button.

Make sure to scroll to the bottom of each page to see all questions.

- **Patient Chart:**

There are tabs at the top of the page for you to access information such as summaries of your office visits, lab results, your medication list, allergies, procedures and your medical history. This information is for your review only and changes cannot be made here. If you feel there is an error in your chart please contact our office through the message center.

When accessing your chart you may need to verify your consent and agree to the terms of using the patient portal. Click the checkbox then the “Agree” tab to continue.

- **Education Material:**

Educational handouts specific to your diagnoses, prescription information and procedures will be available here.

- **Prescription Refill:**

You can use this tab to request refills of medications that have been prescribed by our office. Use the drop down menu to highlight your pharmacy, click the box in front of the medication you would like refilled. There is a text box available for any additional information. Click submit when you have completed your request.

- **View Ledger and View Statement:**

Allows you to view a printable pdf version of your account ledger and statements.

- **Continuity of Care Document:**

Provides you with a summary of your care at our office that can be viewed or printed. Soon electronic transmission via email will be available also.

- **Change Password/Account Security:**

You can change the password used to access your portal at your discretion. There is also a tab here that can be used to set security questions if you would like to further protect your log-in information. This is optional and not required to use

the portal. If you choose to use this feature, choose your questions and type in the answers in the box provided. When finished click the “update” button. You will then be required to answer the security questions before changing your password.