

Completing Patient Forms

Once you have activated your account, you may use the Patient Portal to complete visit forms and view your health information.

 Once logged in to the Patient Portal, select My Health from the main navigation bar.
From the *My Health* page, select My Forms. Any forms that have been assigned to you will be available to review and edit. Select Start to begin reviewing the forms and making applicable changes.

4. A pop-up window will appear with the specified form. You can place your cursor in the appropriate fields and enter the applicable information.

You have the option to Save and Exit or Submit Form.

• Save and Exit - Marks the form In Progress and allows you to continue to edit.

• Submit Form – Closes the form and submits it to the office.

5. Once complete, select Submit Form. You will receive a pop-up alerting you that you are submitting the form to the office and you will not be able to edit any further. When ready, select Submit Form.





