





# InteliChart "How To"

# **Patient Portal Navigation**

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# **Home Page**

The home page focuses on appointments, messages, test results and forms. If a user has children or dependents, the home page rolls up appointments, messages, labs, and forms for review. Users can identify to whom the information applies, as the corresponding avatar is displayed in the bottom left of every card.

# **Greeting Over Image**

The personalized greetings and background images change, depending on the time of day of log in.

Patier	nt PORTAL	<b>2</b> 4 🖲 🔮	4
=			
		Confirm Alan's appointment on Thu, Oct 10 with Jerome Black, MD	
Δ	Good morning, Anne	Read 3 new messages	
s	Here's what is new and needs your attention	View your 4 new test results	
-		Fill out forms for Grace's upcoming appointment	

# Action Tiles

The area to the right of the greeting displays rectangular "action tiles" These are items that require attention, as indicated by the message - "Here's what is new and needs your attention" - displayed under the greeting.





# **Floating Action Button**

The floating action button is an easily accessible shortcut that allows users to do common actions in the Patient Portal. The button is displayed in the bottom right of the screen and stays anchored in position upon scroll.



When the floating action button is clicked, the button displays stacked speed dial actions:

- Pay my bill: Navigates user to the bill pay page (Feature not available yet) •
- Request a refill: Opens request a refill workflow •
- Send a message: Opens compose new message workflow •
- Make an appointment: Opens make an appointment workflow •





# Appointments

# Upcoming Appointments

If a patient, their child(ren) or a dependent has an upcoming appointment, they will see them in the **Your upcoming appointments** section. If a patient, their child(ren) or dependent have no scheduled appointments, then the section for **Your upcoming appointments** is not displayed on the screen. Each appointment has a "card" and will display the appointment details.

Your upcoming appointments 2 unconfirmed, 2 confirmed	_	Appointment "cards"			GO TO MY APPOINTMENTS
Fri, Sept 20 10:50 am		Mon, Sept 23		Thu, Oct 10 9:30 am	2 Save time, fill out forms
C Office Visit Priscilla McKinney, MD Novant Health South Charlotte Endocrinology 70-315-2930		Vaccinations Jerome Black, MD Novant Health Pediatrics Ardrey Kell 704-542-5540		Well Child Check Jerome Black, MD Novart Health Pediatrics Ardrey Kell 704-542-5540	
Appointment Confirmed		Appointment Confirmed		CONFIRM APPOINTMENT	
Reschedule or Cancel		Reschedule or Cancel		Reschedule or Cancel	
APPOINTMENT DETAILS		<u> ()</u>	APPOINTMENT DETAILS	۹	APPOINTMENT DETAILS
SCHEDULE AN APPOINTMENT					

There may be more cards than can be seen on the screen. Here's how to view them:

- Scroll by swiping left on a touch screen
- Click and drag on the space with a mouse
- When you hover the cards, two floating buttons appear with arrows. Click on the arrows to scroll the cards left or right.

The user can do the following under the **Your upcoming appointments** section:

- 1. Identify the total scheduled appointments
- 2. Reschedule or cancel an appointment
- 3. Select the GO TO MY APPOINTMENTS to see all appointments
- 4. Schedule an appointment by selecting SCHEDULE AN APPOINTMENT

Your upcoming appoint	ments			4	GO TO MY APPOINTMENTS
Fri, Sept 20 10:50 am		Mon, Sept 23 10:00 am		<b>Thu, Oct 10</b> 9:30 am	
🖬 Office Visit		Vaccinations		🖬 Well Child Check	
Pricilla Mckinney, MD XYZ Endocrinology 704-316-2930		Jerome Black, MD ABC Pediatrics 704-542-5540		Jerome Black, MD ABC Pediatrics 704-542-5540	
Appointment confirmed		S Cancellation request sent			
Reschedule or cancel		Reschedule or cancel		Reschedule or cancel	
<b>9</b>	APPOINTMENT DETAILS	<u>@</u>	APPOINTMENT DETAILS		APPOINTMENT D
SCHEDULE AN APPOINTMENT					

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#### **Appointment Request**



The **REQUEST A NEW APPOINTMENT** link on the appointment page will start the appointment request.



This will prompt a series of questions to complete the appointment request.

### **Reschedule an Appointment**

To reschedule an upcoming appointment, on Appointments page, do the following:

- Click Reschedule. Disclaimer displays. Click CONTINUE.
- Provide all the required information for rescheduling an appointment

### **Cancel an Appointment**

To cancel an upcoming appointment, on Appointments page, do the following:

- Click Cancel. Disclaimer displays. Click CONTINUE.
- Provide all the required information

#### Messages

#### Viewing New Messages

If a patient, their child(ren), or dependent(s) has a message, the "Messages from your Care Team" section appears on the home page. When there are no messages, the "Messages from your Care Team" is not displayed on the screen.

Messages from your C	are Team				GO TO MY MESSAGES
3 new messages in the past 30 days					
Mon, Sep 2 11:11 am XYZ Endocrinology		Mor, Sep 1 2:34 pm ABC Pediatrics		Tue, Aug 27 11:07 am XYZ Endocrinology	estion
9	READ MESSAGE	0	READ MESSAGE	9	READ M
SEND A SECURE MESSAGE					

There may be more cards than can be seen on the screen. Here's how to view them:

- Scroll by swiping left on a touch screen
- Click and drag on the space with a mouse
- When you hover the cards, two floating buttons appear with arrows. Click on the arrows to scroll the cards left or right.z



**Note:** A message card that has been read disappears from the homepage when the user navigates away from the page.

The user can do the following under the **Messages from your Care Team** section:

- 1. Identify the total new messages
- 2. Send a Secure Message
- 3. Read Message
- 4. Select the GO TO MY MESSAGES to see all Messages

Messages from your Ca	are Team				GO TO MY MESSAGES
3 new messages in the past 30 days					
Mon, Sep 2 11:11 am XYZ Endocrinology		Mon, Sep 1 2:34 pm ABC Pediatrics		Tue, Aug 27 11:07 am XYZ Endocrinology	
Appointment Reminder		Flu Shot Clinic		RE: Non-Urgent Medica	al Question
9	READ MESSAGE	(2)	READ MESSAGE	9	READ ME
SEND A SECURE MESSAGE					

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#### Compose New Message

The Messages Page gives patients the ability to send messages to the practice/facility using the COMPOSE NEW MESSAGE button. The Messages Page will allow patients to view secure messages that are incoming messages from the practice/facility in the **INBOX** tab. The patient will view outgoing messages in the SENT ITEMS tab. Messages that are deleted show on the DELETED tab.

×			🖾 сом	IPOSE NEW MESSAGE	Click here to compose a message to send
	Messages 1		INBOX	SENT ITEMS	DELETED
	Appointments				
	Forms		C REFR	ESH TELETE	
\$	Billing	>			
▲	Labs				
	My Chart	>		From	Subject
۲	My Health	>		Maria	Account balance
	Health Education			Maria	QA Test

COMPOSE NEW MESSAGE gives the patient the ability to send a message to the practice that is in reference to a topic other than an appointment request or medication refill.

1. Click COMPOSE NEW MESSAGE



- 2. The Practice disclaimer will show at the top of the message
- 3. Click **On behalf of:** select who the message is on behalf
- 4. Click the **Practice** drop down arrow and choose the practice from the pick list
- 5. Click the Location drop down arrow and choose the location from the pick list
- 6. Select who you would like the message to go **To** (based on message groups set by practice)
- 7. Enter the subject of the message in the Subject line
- 8. If applicable, include an attachment
- 9. Enter the text in the body of the message
- **10. Click SEND MESSAGE**

Compose new	<i>i</i> message		×
Please note that y	ou can expect to receive a response within 24 hours. 2		
On behalf of:	Billy boy test		
Practice:	Ballantyne Family Office		
Location:	Ballantyne Commons-IC Test 🗸 5		
То:	Clinical Team		
Subject:	Request for nurse to call		7
<i>e</i>	8		
B <i>I</i> ⊻ ≡ :			
My son has a rash	on his leg and I would like to know if I should bring him in. 9		
Characters: 921			10
		CLOSE	SEND MESSAGE

#### Labs

If a patient, their child(ren), or dependent(s) has a lab result, the **Your results are in** section appears on the home page. When there are no messages, the "Your results are in" is not displayed on the screen.

Your results are in 4 new lab results					GO TO MY LABS
Wed, Sept 11 Practice Name POCT RANDOM GLUCOSE, FS Reference: 80 - 120 mg/dL	<b>259</b>	Wed, Aug 14 Practice Name TSH Reference: 0.450 - 4.500 ultJ/mL	<b>2.150</b>	Wed, Aug 14 Practice Name Lipid Panel with LDL/HDL Ratio This panel contains multiple components	
9	RESULT DETAILS	9	RESULT DETAILS	9	VIEW RI

There may be more cards than can be seen on the screen. Here's how to view them:

• Scroll by swiping left on a touch screen

Patient PORTAL

- Click and drag on the space with a mouse
- When you hover the cards, two floating buttons appear with arrows. Click on the arrows to scroll the cards left or right.



session ends, or they log out.

#### The patient can do the following under the **Your results are in** section:



- 1. Identify the total new lab results
- 2. Identify results that are outside the normal range, the value is displayed in orange font
- 3. Select the GO TO MY LABS to see all Lab results

Your results are in				3	GO TO MY LABS
Wed, Sept 11 Practice Name A POCT RANDOM GLUCOSE, FS Reference: 80 - 120 mg/dL	2 259 mg/dL	Wed, Aug 14 Practice Name <b>TSH</b> Reference: 0.450 - 4.500 ulU/mL	<b>2.150</b> ult/mL	Wed, Aug 14 Practice Name A Lipid Panel with LDL/HDL Ratio This panel contains multiple components	
9	<b>RESULT DETAILS</b>	9	<b>RESULT DETAILS</b>	9	VIEW RI

More on reading your lab results:

- The bar graph has two colors – green for normal reference range and
- orange for outside the reference range. •
- A small black vertical line represents your current value
- If the lab result is higher than reference range, the black line is on the right.
- If the lab result is lower than reference range, the black line is on the left.
- If the lab result falls inside the normal reference range, the line is at the •
- actual value.

#### Forms

#### Forms-Requested by your Care Team

If a patient, their child(ren), or dependent(s) has a pending form to complete, the **Requested by your** Care Team section appears on the home page. When no forms need to be completed, the "Requested by your provider" is not displayed on the screen.

Requested by your Care $\frac{1}{5 \text{ requests}}$	Team				
Family Practice of Carolinas © Please complete by Jan 16	0 of 3 completed	Family Practice of Carolinas 정 Please complete by Jan 16	0 of 3 completed	Ballantyne Practice び Please complete by Jan 16	
NC 2020 Form Packet T		NC 2020 Form Packet T		LDR	
9	FILL OUT FORMS	9	FILL OUT FORMS	9	FILL OUT FORM

There may be more cards than can be seen on the screen. Here's how to view them:

- Scroll by swiping left on a touch screen
- Click and drag on the space with a mouse
- When you hover the cards, two floating buttons appear with arrows. Click on the arrows to scroll the cards left or right.

The patient can do the following under the Requested by your Care Team section:

1. Identify the total requests



- 2. Identify total of forms completed in a packet
- 3. FILL OUT FORMS

Requested by your C	are Team				
Family Practice of Carolinas © Please complete by Jan 16 INC 2020 Form Packet T	0 of 3 completed	Family Practice of Carolinas C Please complete by Jan 16 T NC 2020 Form Packet T	0 of 3 completed	Ballantyne Practice © Please complete by Jan 16	
9	3 FILL OUT FORMS	9	FILL OUT FORMS	9	FILL OUT FORM

### Appointment Form Card

Forms that pertain to an appointment are consolidated into one appointment form card. The card is no longer displayed when the appointment date has passed, or all forms have been completed.

		Number of completed forms
	Practice Name	/
Annelater out Dessen	Due Date	
Appointment Reason	ABC Pediatrics	1 of 5 completed
	C Please complete by Nov 5	
	Office Visit Forms	
	For your appointment on Tue, Nov 5 at 4:15 PM	Appointment Date and Time
	Save time in the waiting room and fill out your forms early	
This message appears		
on all appointment	Datient sustar	ER L OUT FORMS
on an appointment	A Patient avalar	FILL OUT FORMS
form cards		
		To view the forms

### Other ways to access appointment forms:

On appointment card		On appointment details card				
Tue, November 5 4:15 pm	Save time, fill out forms	Constant with Jerome Black, MD Tunning, Neverther 1, 2019 at 4.15 pm ABC Postations Bioly Active Kail Rd	×			
G Office Visit		Channel, Nr. 20177 20450-0540 Restheticke of carcel				
ABC Pediatrics 704-542-5540						
Reschedule or cancel		Average and the second constant of the out your forms early.				
		Pytient Madeul Pitatory				
		Notice of Privacy Policy				
		Authoritation to Release Medical Percents				
13	APPOINTMENT DETAILS	8	CLOSE			

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### Fill Out Forms

When the patient selects **FILL OUT FORMS**, they will be directed to a screen to complete their forms.

The screen will provide the following details.

- 1. The appointment date and time.
- 2. A Please complete by date with a clock icon. As forms are being completed, the due date and clock icon appear for each. If there is no official due date, the clock will not appear.
- 3. The number of forms completed in packet, which updates with each form completed.
- 4. The **Form** column shows the title of each form to be completed.
- 5. The Status column indicates, if the form is Not started, In progress, or Completed.
- 6. The third column contains buttons to either **FILL OUT THE FORM** or **VIEW FORM**.

Appointment Forms						
For your appointment on Mon, Sep 23 at 10:00 AM 1						
전 Please complete by Mon, Sep 23 2						
1 of 5 forms have been completed 3						
Form 4	Status 5	6				
Patient Information and Consent	Completed	VIEW FORM				
Patient Medical History	In progress	FILL OUT FORM				
Notice of Privacy Policy	Not started	FILL OUT FORM				
Financial Policy and Disclosure	Not started	FILL OUT FORM				
Authorization to Release Medical Records	Not started	FILL OUT FORM				
(P)		CLOSE				

The patient can also access and print forms by selecting Forms in the left-hand navigation. There will be interactive forms that can be completed online and submitted to the practice and static forms that can be printed off and completed at any time.



The patient will have access to view any pending, completed and available forms.



r

Patients can send a request for a specific form to the practice through the portal.

Request a Form	Select who the form request is fo	r
Who is this request	Myself	~
for?		Select the practice
Practice	Ballantyne Family Office	~
<b>A</b> Select the forms yo	vailable Forms	this practice
Select forms 🗲 🗌 Patient	Information Update Form Registration Form	$\hat{}$
	CLOSE	SEND REQUEST

Insurance

• Insurance policies can be viewed by using the left-hand navigation and selecting **Insurance** under the header **Billing**.



The patient can also send a message to report any changes or problems by clicking **Report a problem** with this policy.

Insurance on file for Amy testing name change ICtest

Aetna				
Name on Card	Amy ICtest	Policy Number	123456789	Plan Number
Copay Amount	\$0.00	Effective Date	11/1/2017	Expiration Date
Group Number		Phone Number	(888) 632-3862	

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# My Chart

### My Chart-Chart Summary

The **Chart Summary** page provides an overview of Demographics, Lab Tests, Histories, Allergies, Visits, Medications, Immunizations, Problems, Vitals and Allergies. The most recent 5 records will display on each widget. To see any health record in more detail, click on the widget title or click on respective tab.

	PatientPortal														S	
×			Chart Summary Medicat	ons Lab	Histories	Allergies	Visits	Immunizations	Problems	Vitals	Growth Charts	Documents				
ĥ	Home		Chart Summary											🖨 Print My Chart	🛓 Download My Char	rt
	Appointments		Demographics									🕑 Edit	Emergency Contact		🕑 Ed	it
$\sim$	Messages	0	Address			888 Test FORT MI	LL, SC 2	9707					Name			
₽	Labs		Home Phone Mobile Phone			(123) 55	5-0100		Work P	hone			Relationship			
	Forms		Birthdate			12/25/19 Age: 51	968		Gender			М				
\$	Billing	~	Preferred Language Race						Prior La Ethnicit	ast Name ly						
-	My Chart	~ •														
	Summary		Lab Tests								Social H	istory				

### **Request a Medication Refill**

A request for a medication refill can be made only on medications prescribed by the patient's physician.

Click **Refill** under My Chart>Medications tab.





The patient will be presented with the practice/facility's Medication Refill disclaimer.



- Select who the request will be sent to (medication refill groups from practice/facility).
- Select a **Pharmacy** from the picklist and then click **SUBMIT**.

Refill a Medication					
You are requesting a refill for LISINOPRIL 5 mg					
Please select who	)				
you want your request to be sen	Medication Refill Test				
to:					
Pharmacy:	CVS: 510 Tom Hall St, Fort Mill, SC 2971 v Add a Pharmacy				
	CLOSE	T			

#### Add a Pharmacy

By adding a pharmacy, the patient can save pharmacies to use for medication refill request.

#### Click Add a pharmacy

Pharmacie	es				Add a pharmacy
Q					Show 10 v entries
Name	▲ Address	Å	Phone	Å	4
CVS	510 Tom Hall St, Fort Mill, SC 29715, USA		(803) 547-5586	👕 Remove 🛛 📝 Edit	
Showing 1 to 1 o	of 1 entries				Previous 1 Next

The patient will be presented with Add a Pharmacy pop-up. Pharmacies can be added by searching for a pharmacy or manually adding a pharmacy.

Add a Pharmacy:

- 1. Search for pharmacy using Search term (type pharmacy name)
- 2. Enter Zip in the Location field
- 3. Click SEARCH PHARMACIES
- 4. Click Save this location to add the pharmacy



Your pharmacy was saved successfully displays.





# Manually Add a Pharmacy

- 1. Click MANUALLY ADD A PHARMACY
- **2.** Provide as much data as possible
- 3. Click SAVE to add the pharmacy

Add a Pharmacy		×
SEARCH FOR PHARMACIES	MANUALLY ADD A PHARMACY	
Name	Phone	Website (optional)
Address All of the following fields are o	2 optional.	
Address Line 1		Address Line 2
City	State	Zip
Preferred Pharmacy		
$\square$ Would you like to make this	your preferred pharmacy?	3
		CANCEL

The Pharmacy is now listed under the Pharmacies. The patient can also search for a pharmacy in the practice's location and then save it to the pharmacy list. To make changes to the pharmacy information, click **Edit**. To remove pharmacy, click **Remove**.

Pharmacies					🔀 Add a pharmacy
Q					Show 10 - entries
Name	▲ Address	¢	Phone	\$	\$
Walmart Pharmacy	500 North Dobys Bridge Road, Fort Mill, SC 29715, USA		(803) 228-6130	<b>1</b> F	Remove 🕑 Edit



# **Health Education**

**Health Education** will allow the patient to access Health Library utilizing the Medline Plus. Patients can search for a specific health topic. The patients can also choose a topic from the default set of topics that are available. Either option will allow the patient to view health topics.

• Click on the Health Education in the left-hand navigation



• Patients can access the practice specific **Health Education** or use the **SEARCH LIBRARY** field to find topics or use the default set of topics that are provided

Health 많	Education						
Q							Show 5 v entries
New	<ul> <li>Date Received</li> </ul>	♦ Pr	ovider	¢	Education	Note	
NEW	02/23/2018 08:37 AM	Ba	llantyne Family Office		Rash Pt ed	Please read	
NEW	09/19/2018 09:37 AM	Ba	llantyne Family Office		New medication	Read completely	
NEW	11/29/2018 01:25 PM	Ba	llantyne Family Office		Education	please read asap	
NEW	01/29/2019 12:28 PM	Ba	llantyne Family Office		Toprol Ed	review asap	
	12/12/2017 08:16 AM	Ba	llantyne Family Office		Rash-Patient Ed	Please review the det	ails closely
Showing 1	to 5 of 9 entries						Previous 1 2 Next
Health	Library			C	) SEARCH LIBRARY		powered by MedlinePlus

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# Language Selector

The patient can select English or Spanish for their Patient Portal account by selecting the language dropdown on the top right of the Patient Portal home page.



If the patient selects Spanish, a modal appears with a disclaimer that states the following in Spanish.

My Account

#### Change Profile Picture

- The patient can personalize their InteliChart<sup>®</sup> account by adding a picture to their profile. To change profile picture, do the following:
- Click My Account and select Upload Photo



• Click Browse and choose the photo to upload as the profile picture; then click SAVE





#### Change Password

• Through the My Account page, the patient can change their email and/or Password and view and add any Associated Practices. The My Account page allows patients to adjust login settings and notifications.



Click the (Change) link to the right of the email address to change the login email address •



Click Change password to change the password •





# **Change Security Question**

When the patient selects Change Security Question, a modal will display Change security question.

My Patient Portal Account	
Email address	trainicportalmary+30@gmail.com (Change)
	🕼 Change password
	Change security question
	Add PIN from another practice
Associated practices	Ballantyne Family Office

Patient will be prompted to select a new Security Question, Security Answer and Current Password.

Change security ques	tion ×
Security Question	Select a Security Question
Security Answer	
Current password	
	CLOSE

### Add PIN from Another Practice

To add an additional Associated Practice click Add PIN from another practice.

Associated practices	Ballantyne Family Office
	• Add PIN from another practice
	Change security question
	🕼 Change password
Email address	trainicportalmary+30@gmail.com (Change)
My Patient Portal Account	

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#### Notifications

On the My Account page the InteliChart® Patient Portal allows the patient to set up notifications and reminders.

- Scroll down the My Account page to the Notifications section •
- Patients do not have to enter a separate Notification email address. The email used for their • login will be used
- Patient may adjust notifications by clicking Edit notification settings and add their cellular number for text messages

Notifications for Amy testing name change ICtest

Send my Patient Portal Notifications by Text ~					
Mobile: (123) 555-0100 🗹 Edit notification settings					
Notification Event	•	Delivery Method	\$ Details	¢	Actions
Appointment Reminder		Text Message	2 days before		Tolete notification
Cancel Appointment		Text Message			Delete notification

- Edit notification settings window displays.
- Mobile number for text message Notifications can be changed •
- To change text message Notifications a cell service Carrier will be selected •
- Click SAVE NOTIFICATION SETTINGS

Edit notifica	tion settings	×
Mobile	(123) 555-0100	
Carrier	AT&T Wireless	~
	CLOSE	SAVE NOTIFICATION SETTINGS

The Patient Portal patient will add Notifications that are sent by clicking the Add a Notification link. The patient can also provide a Preferred contact method by selecting the drop down for Send my Patient Portal Notifications by.

Notifications for Amy testing name change ICtest						
Send my Patient Portal Notifications by	Text ~					
Mobile: (123) 555-0100 🕝 Edit notification	Call				Add a notification	
Notification Event	Text	<ul> <li>Delivery Method</li> </ul>		♦ Actions	\$	

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- The Patient Portal patient will select the Notification Event from the dropdown •
- The **Delivery Type** will be selected (text, email, or both)
- SAVE NOTIFIATION will create the notification in the Patient Portal for the patient •

Notification Event	
- Select -	
Delivery Type	
- Select -	

Notifications can be deleted by Patient Portal patients by clicking the **Delete notification** link.

Notifications for Amy testing name change ICtest						
Send my Patient Portal Notifications by Text	v					
Mobile: (123) 555-0100 🗭 Edit notification settings			🗷 Add a notificatio			
Notification Event	Delivery Method	Details	rightarrow Actions $rightarrow$			
Appointment Reminder	Text Message	2 days before	Telete notification			
Cancel Appointment	Text Message		Telete notification			

#### Proxy Associated Account

A Proxy User will display on the Patient Portal My Account page in the Associated Accounts section. The Patient Portal account user can remove a Proxy by clicking Remove association.

Associated accounts			Add a proxy account C Add a child or dependent a	ccount
Name	<ul> <li>Associations</li> </ul>	Туре	♣ Actions	\$
stella Test		My Proxy	Temove association	

The Proxy User can access the Patient Portal account for the person that they are a proxy for by selecting the patient at the right top of the page. A green line under the name indicates what account the user is viewing.

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The patient can also establish Proxy access from the Portal My Account page in the Associated Accounts section by clicking the Add a Proxy Account link.

Associated accounts			🕼 Add a proxy account	Add a child or dependent account
Name	Associations	Туре	Actions	\$
	Proxy Authorization	Form	×	
	Proxy authorization allow securely communicate on Authorization Form.	s you to grant permission to an individual who is 18 years of age or older to your behalf. In order for a proxy to obtain access, you must complete the Proxy		
	You can terminate proxy a account. To only allow ac provided below.	access via written or online request, or you can revoke access within your online cess for a specific time range, you may enter an effective date in the field		
	Proxy Information	Add Proxy User Information		
	First Name	Last Name		
	Gender	● Male ○ Female		
	Date of Birth	Month v Day v Year v		
	Cell Phone	This number will be used for account security. Message and data rates may		
		apply.		
	Email			
	Relationship	- Select -		
	Proxy End Date	OPTIONAL		
		I have read and understood the Authorization Individual Acceptance     Terms and Conditions for allowing access to my online account information and     agree to abide by these requirements. I certify that all the information I have     provided is correct. I hereby request access for my online account.	1	

When the patient clicks the **SUBMIT** button the same process previously discussed will allow the Proxy User to get an email to accept and verify the proxy access.



- Note: Proxy invitation links not accessed within 48 hours will expire.