



ACCESSING THE PATIENT PORTAL

The patient portal is an important and secure method of communication between you and your provider. Through the HIPAA compliant patient portal you may receive health information regarding your child's health (i.e., visit summaries, lab results, vaccine records, etc...) and you will have the ability to send and receive documents and forms securely. Practice information and messages are accessible through the patient portal as well.

Instructions for Registering for the Portal:

1. Provide your e-mail address to the front-desk staff. If you have more than one child in the practice, there will be an option to link the accounts once set up.
2. Go to patientportal.intelichart.com
3. Click "Let's get started" on the right hand side.
4. Enter in the e-mail address provided to the front-desk and choose a password.
5. Enter in **your** date of birth (parent/guardian) and choose a security question.
6. Click "my practice gave me a PIN for" – a child
7. Continue to enter in your own information (child's information will be entered on the following screen).
8. Now enter in your child's birthdate and the PIN provided to you at your office visit. If you have multiple children seen at our practice this is the screen where you can click "I'd like to add another child."
9. Once all children have been added click "create my account."

Once in the Portal:

- To access information for your child make sure that you have selected the patient's name in the upper right hand corner (you should see your name as well as any children registered).
- Then go to the list on the left hand side and select "my chart"
- Under this option is where you'll be able to access medication history, immunization records, growth charts, vitals, and any documents your provider has posted to the portal.

If you have any questions, please call our office at 410-296-2300.