

PATIENT PORTAL GUIDE

In this document, you will learn what is stored within the Patient Portal. Utilize this guide to help you navigate the patient portal while gathering understanding of what patient's control outside of the office. By using the Patient Portal, patients can view their records, enter medical information, and send messages to their providers.

LOG IN

1. Enter the URL below into a Mozilla Firefox browser window, do not type www or https in front of the URL. totalskin.ema.md

Note: If you do not currently have Mozilla Firefox on your computer, you can download it for free. We do not recommend using any other browsers.

2. Log in with the username and password created.

UTILIZE THE PATIENT PORTAL

Use the username and password to log in to the portal.

Patient Info

1. Contact Info: Patients can view all of their contact information and make any changes.
2. Insurance and Pharmacy: Patients can view their Insurance information and can make any changes. They can also add or change their preferred pharmacy.



3. Medications: Patients can **add** or **delete** medications they are currently taking.

- To add a medication, begin typing the medication in the **Drug Name** field. Select the medication when it populates below. Then, you will choose the appropriate dose.
- If there are no medications to add, select **Mark No Medications**

- To delete a medication, select Delete to the right of the medication.



4. Allergies: Patients can **add** or **delete** their current allergies.

- To add an allergy, begin typing the allergy in the **Allergy** field. Select the appropriate allergy when it populates below.
- If there are no allergies, select **MARK NKDA**
- To delete an allergy, select Delete to the right of the allergy.



5. Past Medical History: Patients can **add** or **delete** their medical and surgical histories.

- To add a condition, select the checkbox next to that condition.

6. Skin Disease History: Patients can **add** or **delete** their skin disease history.

- To add a condition, select the checkbox next to that condition.

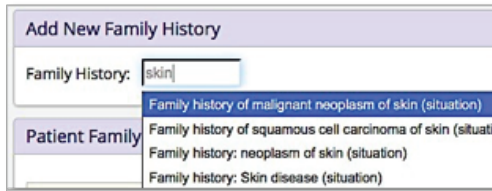
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7. Social History: Patients can **add** or **delete** their social history.

- Fill in the appropriate information

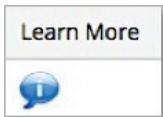
8. Family History: Patients can **add** or **delete** their family history.

- To add a condition, begin typing in the **Family History** field. Select the appropriate condition when it populates below. Then choose the family member.
- To delete a condition, select **Delete** to the right of the condition.



9. Problem List: Patients can view a list of their diagnoses as well as an information sheet on each of those diagnoses. No changes can be made to this tab.

- To view more information on a condition, select the blue information bubble next to the condition



» VISIT INFO

Patients can view their Visit notes, Educational handouts, and any Test results the provider has posted.

My Health

- To view records, select the date in blue.

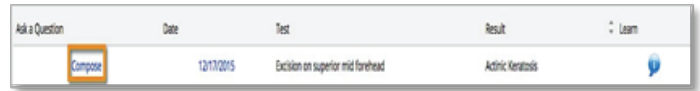


- To view the Education Handout of that visit, select the **Patient Education** link.



Test and Results

- Select the date in blue to view the pathology report.
- Select the blue information bubble to the right of the result, to view more information on this diagnosis.
- Select **Compose** to generate an Intramail to your provider.



» CONTACT US

Patients can send messages to their provider and receive messages from their provider.

- Select the date in blue to view the Intramail.
- Select **New Message** to generate a new Intramail to your provider

