



*Cardiology – Cardiothoracic Surgery - Gastroenterology - General Surgery
Infectious Disease – Obstetrics & Gynecology - Vascular Surgery*

Patient Portal Instructions

If you would like to sign up for the Patient Portal, let us know! We will gladly send a request to you by email.

Registration steps:

1. Open the email and click “register now.”
2. You will then be taken to the *Account Registration* screen.
 - a. Enter your phone number to be called with a passcode.
 - b. The call will come within 90 seconds. You will need to write your passcode down
3. Enter the passcode. This will take you to the *Create a New Password* screen.
 - a. Check the box that you have read and accept the terms, conditions and privacy policy.
 - b. Select “continue.”
4. Optionally: enter your cell phone number to receive text reminders, results, and more. (There is also an option to decline this feature.) Select “sign up now.”
5. You will then be taken to the Patient Portal where you can view your medications, appointments, results, and communicate with your provider.
 - a. If using the self-check-in feature for an appointment, you may attach a message to your provider. Note: you will receive a warning that this message will not be read until the time of your appointment.
 - b. If you wish to have your correspondence reviewed and responded to by our office before that time, you must return to the messaging section on the main page and compose a message from there.
 - c. If you have sent a portal message and are not receiving a timely response, please contact our office to speak with someone. We will be happy to assist you by phone instead!

*****PLEASE DO NOT SEND URGENT MESSAGES THROUGH THE PATIENT PORTAL. IF YOU HAVE AN URGENT ISSUE, PLEASE CALL THE OFFICE TO SPEAK WITH SOMEONE*****

Troubleshooting

- A. If you have trouble signing into your portal account, please make sure you are using the correct email address and password.
- B. If you are still unable to register, go to the password reset and follow the instructions.
- C. If you get a notice that your email address cannot be found, close all web browsers, re-open the portal, and go through the reset password steps again.