Guide to Patient Portal

Using the Patient Portal, you can view your records, enter medical information, and send messages to your provider.

Logging On

1. Type the URL below into a Mozilla Firefox browser window. **DO NOT** type *www* or *https* in front of the URL.
   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.

   prefix.ema.md

2. Log in with the username and password listed below.

   Username:
   Password:

Utilizing the Patient Portal

Using the assigned username and password, log into the portal

Patient Info

1. Contact Info: Patients can view all of their contact information, but cannot make any changes.
2. Insurance and Pharmacy: Patients can view their Insurance information but cannot make any changes. They can however, add or change their preferred pharmacy.
   - To add a pharmacy, select *Pharmacy Search*. Enter as much criteria as possible and click Search. Click the blue link to add the 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.
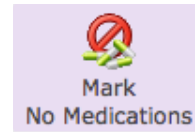
4. Allergies: Patients can *add* or *delete* their current allergies.

- 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 KNDA
- 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. <u>Skin Disease History:</u> Patients can *add* or *delete* their skin disease history.
   - To add a condition, select the checkbox next to that condition.
7. <u>Social History:</u> Patients can *add* or *delete* their social history.
   - Fill in the appropriate information
8. <u>Family History:</u> 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. <u>Problem List:</u> 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

Tests 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

ASK A QUESTION	DATE	TEST	RESULT	LEARN
Compose	02/25/2015	Biopsy by Shave Method on right lower back	Benign Nevus	💬

Contact Us

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

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