



USING THE PATIENT PORTAL

Thank you for your interest in the *Envision Medical Group*, Patient Portal. We think you will find this a useful tool in keeping track of your personal medical information. There are several great reasons why you should visit the patient portal, for example, you can print your medical records for yourself, another doctor, or caregiver. In addition, you can request appointments, request medication refills, message (secured email) your doctor, update your demographics, view you, or your child's immunization record, review educational material, and lab work.

1. The first step in using the Patient Portal is knowing how to log in.
2. Log in at EnvisionMedicalGroup.com
 - Your temporary password can be obtained through our office, either in person, or by calling the Call Center telephone at (248) 741-6900.
 - The temporary password provided to you is only good for one day.
 - Your *temporary password* is: _____, and is always lower case.
 - Press the blue "Patient Portal" icon on the homepage of our new website.
 - *Login ID*: Enter in your first and last name with a space in between your first and last name/email on file. The Login ID is NOT case sensitive.
 - Immediately you will be prompted to change your password. Your permanent password *is* case sensitive, so make it easy to remember.
Your Permanent password is _____
3. Please log-in today to view the Clinical Summary for today's visit.
4. You can navigate the Patient Portal from the left panel. The first screen is the "Patient Dashboard", which is a snapshot of your portal activity.
5. The "Patient Information" tab is where you can change or add information regarding your demographic or pharmacy use.
6. The "Message Center" is where you will view any portal messages (secured emails) from your physician. You will be able to review any message, create a new message, or search messages. *You will be prompted by email when you have a new message on the portal.*
7. The "Patient Appointments" is where you can request a new appointment or review appointments. *We ask that you do not schedule any urgent appointments, instead please call our office.*
8. The "Questionnaire" tab is where you will find questionnaires that may be assigned to you for your next appointment. Your physician will be able to review your answers to any questionnaire assigned to you.
9. The "Patient Chart" tab will show you:
 - a. *Clinical Summaries*: This is a clinical summary of each of your office visits.
 - b. *Lab Results*: will show you your recent results after your physician has approved and reviewed them. Your physician may leave comments or instructions on these labs to help you understand your results. You will be able to view your labs after they are approved by your physician.
 - c. Lastly, you may also review your *Medications, Medication Allergies, Immunizations, Procedures, and Medical History* here.
10. The "Educational Material" tab will show you education material we have provided to you, medication information, and the very useful *Medical Summary* tab that is active list of your medications. You should print and carry a copy of your medications at all times.
11. The "Prescription Refill" tab is a way for you to request your refills electronically. For safety, reasons we may choose not to refill a prescription. *We ask that you do not request any urgent refills.* Please allow 48 business hours for a response.

If you have any problems using the patient portal, please call. Thank you.

-Envision Medical Group