

# My Kid's Chart User's Guide



You can use My Kid's Chart to access medical records and communicate with your pediatrician. Read the sections below to learn how to log in to My Kid's Chart, review patient records, and send messages to your pediatrician.

**Instructions for the Patient and Family:** This guide is for the parent, patient, or guardian who wants to learn how to use the My Kid's Chart patient portal. If you are a doctor or a pediatric practice looking to implement My Kid's Chart for your practice, contact PCC Support at 1-800-722-1082.

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## Get an Account

Before you can log into your pediatrician's office and review your child's medical records, you need to get an account. Call your pediatrician's office.

Your pediatrician's office will ask for your e-mail address and verify which patient records you are authorized to access. Then they will create an account for you.

Next, you will receive an e-mail with your temporary login information.

September 18, 2013

Dear Wilma Flintstone,

You are receiving this email because PCC Pediatric Test Associates created an account for you to access My Kid's Chart. Please contact our office immediately if you did not request this account.

Automatically [sign in](#) to My Kid's Chart or sign in manually at [mykidschart.com/pccped](https://www.mykidschart.com/pccped)s.

Your sign in email address is: [wilma@yabadabadoo.com](mailto:wilma@yabadabadoo.com)

Your temporary password is: SFgqEchn

The temporary password above will expire in 1 week so please sign in today and set a password of your choice.

If you have any questions about accessing My Kid's Chart or about the information displayed in My Kid's Chart, please call our office at (800) 722-7708.

Thank you,  
Dr. John

## Log In to My Kid's Chart

After you receive your new account e-mail, you can click on the "sign in" link in the Welcome e-mail or type the URL into a Web browser. You can use My Kid's Chart on a personal computer or on your smart phone.



You may want to bookmark or save this link for later.

Next, enter your e-mail address and temporary password to login.

My Kid's Chart

PCC Pediatric Test Associates

Email Address

wilma@yabadabadoo.com

Password

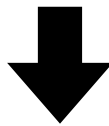
.....

☐ Keep me signed in

Sign In

[Forgot Password?](#)

[Terms and Conditions](#)



Sign Out

My Kid's Chart

Settings

Welcome Wilma Flinstone

Patients

Pebbles Flintstone 08/21/03

Dino Flintstone 06/29/09

Messages

Create Message

PCC Pediatric Test Associates

[\(800\) 722-7708](#)

20 Winooski Falls Way

Suite 7

Winooski, VT 05404

After you log in, you may be asked to select a new password.

Next, you will see a patient or a list of patients, along with any upcoming appointments. You may also see a Messages section for sending messages to the office, if your pediatrician has activated that

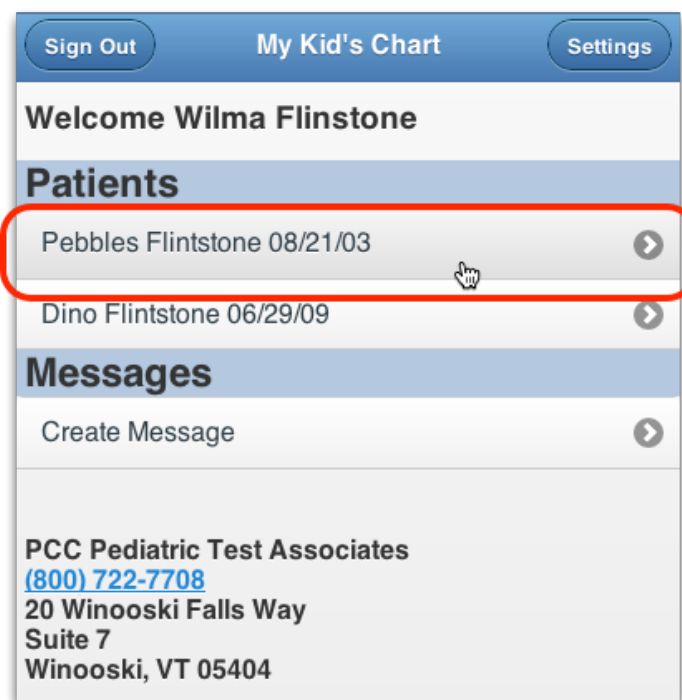
feature.

- **First Time Login:** If this is your first time logging in, My Kid's Chart will ask you to enter a new password when you log in.
- **Do You See the Patients You Expect?:** If you are a parent or guardian of several children, your pediatric office can add each child to your user account. Patients can also appear on more than one login, so more than one parent or guardian, and the patient themselves, may be granted an account with access to the same patient's medical records.
- **Automatic Log Out:** After 5 minutes of inactivity, MyKidsChart will log you out.
- **Does Your Name Appear Correctly?:** You can click the "Settings" button to change how your name appears on the screen.

Your pediatrician's office manages your account and they can make changes at any time. Contact the office if you are not seeing the patients you expect to see.

## Review Patient Records

Click on a patient name to open their medical records.



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Patient Portal

**Pebbles Flintstone**  
Birthdate: 05/30/03  
Last Physical: 06/06/12

Upcoming Appointments

06/20/13 4:05pm  
**Sick Call**  
Elizabeth Casey, M.D.  
PCC Pediatrics Main Office

Visits

06/20/13 - Sick - Bright Futures

01/25/13 - Sick Demo

06/06/12 - 9-10 Yr Well - Bright Futures

More

Labs

06/20/13 (4 labs)  
**Rapid Strep**  
Rapid Strep Screen  
Interpretation: **Normal**  
Result: Negative  
Reference range: Negative

At the top, you can see the patient name and birth date, along with their last physical date. If the patient has any upcoming appointments, you will see them listed as well.

Scroll down the screen to review special sections containing the patient's Visits, Labs, Medications, and other information. These sections display all the collected data across multiple visits. In the labs section, for example, you can review all the lab results from any lab in your patient's chart at your pediatrician's office.

## Review Visit Summaries

How tall was your child at their last physical? What was your pediatrician's diagnosis when your child had a cough last month? For a complete visit summary, click on any visit date.

For each visit, you can see information that was collected and any labs or diagnostic notes from that visit. You can review the vision or hearing screenings and any other items noted in the chart on that day.

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Patient Portal

**Pebbles Flintstone**  
Birthdate: 05/30/03  
Last Physical: 06/06/12

**Visit Summary for 06/07/08**  
Mark Williams, M.D.  
PCC Pediatrics Main Office  
5-6 Yr Well - Bright Futures

Diagnoses

Well Infant/Child Care (V20.2)

Vitals

**Weight**  
40 lbs (18.144 kg)  
52<sup>nd</sup> percentile (CDC)

**Height**  
40 in (101.60 cm)  
9<sup>th</sup> percentile (CDC)

**BMI**  
17.6 kg/m<sup>2</sup>  
92<sup>nd</sup> percentile (CDC)

Immunizations

**Administered**  
DTaP  
IPV

**Vitals Percentiles Based on Patient Data:** Along with your patient’s vitals, you will see a percentile value. These values are based on other patients of the same age and sex. If a patient has a Down syndrome diagnosis on their Problem List, you will see “AAP-DS”, which indicates that the percentile is based on Down syndrome patients of the same age and sex.

## Check Test Results

When you want to review the results of a lab test, vision test, or any other medical procedure or order, just scroll down to the relevant section. Alternatively, you can click on the visit date and review results in the visit summary.

The information in My Kid’s Chart is updated automatically from the patient’s medical chart at the office, so you can be sure that the latest information is always available. Contact your pediatrician if you have any questions.

## Download an Immunization Record

Do you need a copy of a child’s immunizations record? In the Immunizations section, you can select the PDF link to download a copy.

Immunizations

Administered

DTaP

06/05/08 12/01/04 12/10/03  
11/10/03 09/03/03

Hepatitis B

12/10/03 11/10/03 09/03/03  
07/08/03

HIB

09/01/04 12/10/03 11/10/03  
09/03/03

IPV

06/05/08 12/01/04 11/10/03  
09/03/03

MMR

07/01/06 09/01/04

Prevnar

12/01/04 12/10/03 11/10/03  
09/03/03

Rotavirus

12/10/03 11/10/03 09/03/03

Varicella

07/01/06 06/06/04

PDF

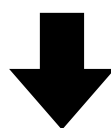
Immunization Record

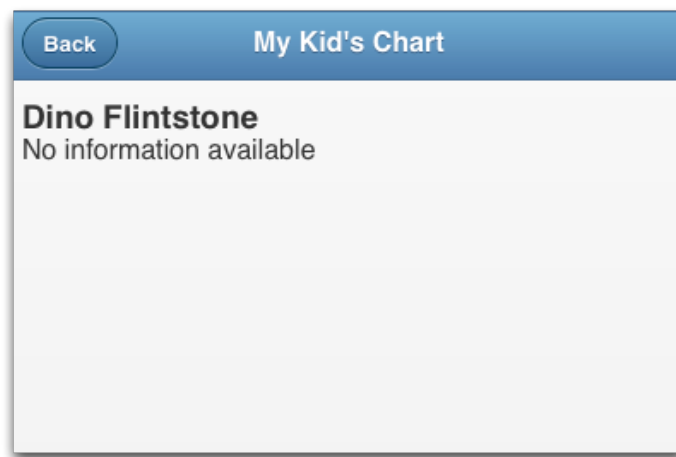
## Teenagers and Patients Who Are Over 18

If one of the patients on your account is over your state's emancipation age, then your pediatric practice will have to grant special permission for you to view that patient's records. Your pediatric practice has a policy on whether or not they grant that access for each age group, and they also need to follow state and federal guidelines.

When a patient reaches the emancipation age, their records will automatically become private on their birthday.

Dino Flintstone (Privacy Enabled)





## Send Messages to Your Pediatrician

As you review patient records in My Kid's Chart, you can exchange private messages with your pediatrician's medical practice.

After you log in to My Kid's Chart, you will see a Messages section underneath the patient name or list of patients.

**Messaging Features May Not Be Implemented:** If your pediatric practice would rather communicate via phone or e-mail, they may not use the Messages features described in this section. Contact your pediatric practice to learn the best way to keep in touch.

### Send a Message

Click "Create New Message" to create a new message.



Sign Out

My Kid's Chart

Settings

Welcome Wilma Flintstone

Patients

Pebbles Flintstone 08/21/03

Dino Flintstone 06/29/09

Messages

Create Message

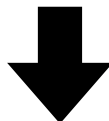
PCC Pediatric Test Associates

[\(800\) 722-7708](tel:8007227708)

20 Winooski Falls Way

Suite 7

Winooski, VT 05404



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My Kid's Chart

This message service is intended for non-critical questions. If you have an emergency please call 911.

Patient

Dino Flintstone

Subject

Acetaminophen or Tylenol?

Message

Fred gave Dino children's acetaminophen instead of children's tylenol. Is that okay?

Send

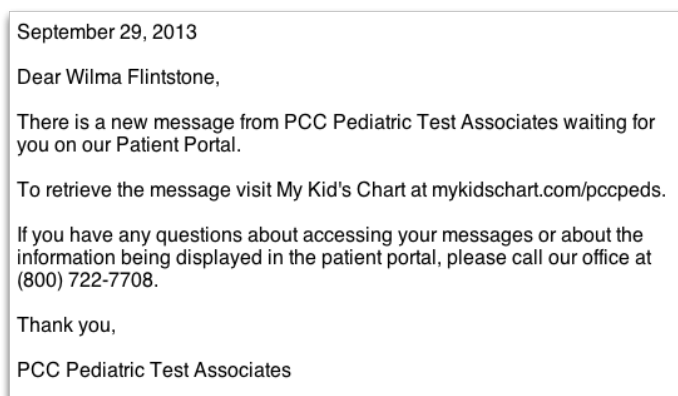
Enter a subject for your message, and the text of your question. Then click Send.

My Kid's Chart will deliver the message directly to your pediatrician's practice, where clinical staff can review it and answer your question.

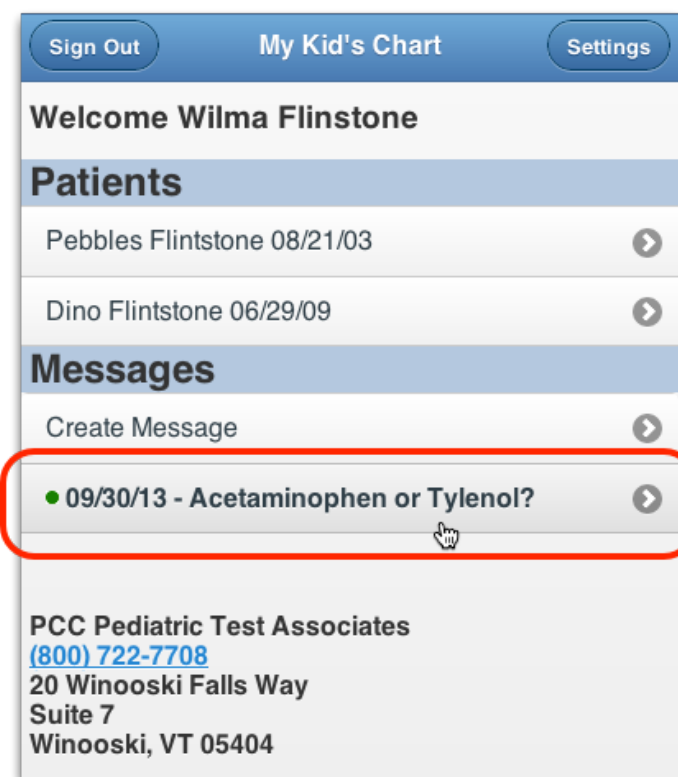
**Add to a Message?:** After writing your message, you can add more information to it. Just open the message, add additional text, and click Send again.

## Read and Respond to Messages

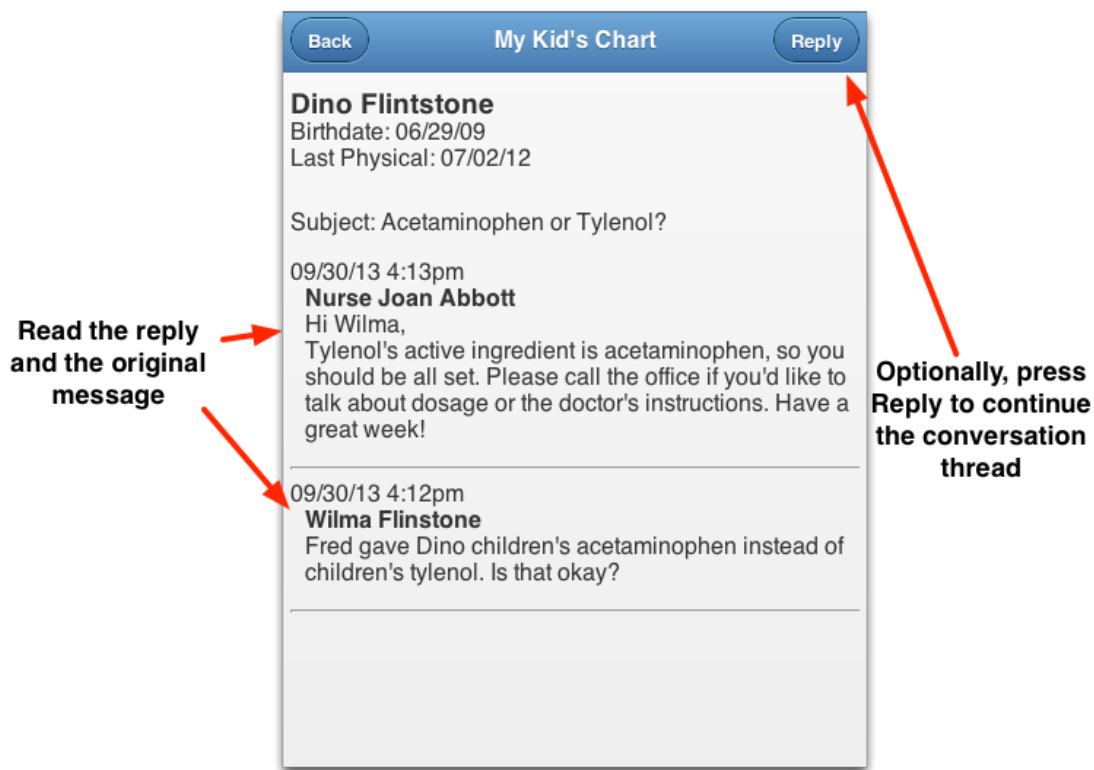
If a physician or other staff member sends you a message, or replies to your message, My Kid's Chart will send you an e-mail telling you that a message is waiting.



Log in to your account to view your messages.



The most recent messages appear at the top. Unread messages have a green indicator. Touch or click on a message to read it.



If the message is a reply to an existing thread, you can review the reply as well as the previous messages in the thread. You can press Reply and type a response to continue the conversation.

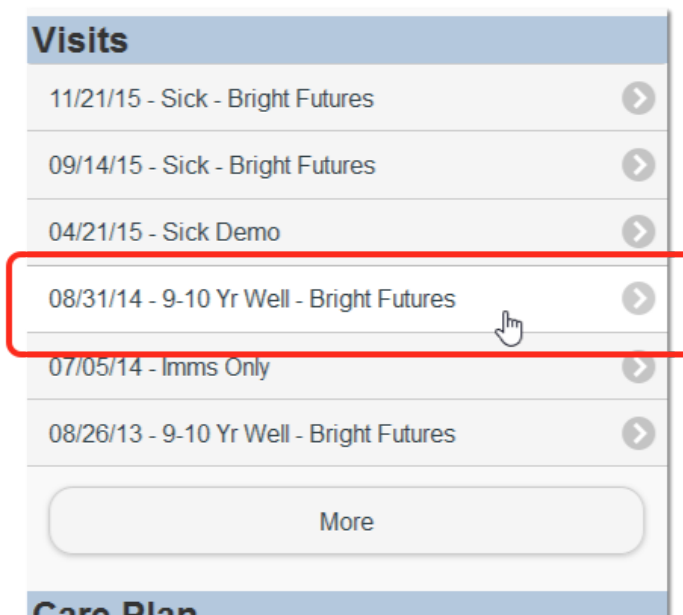
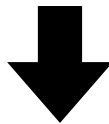
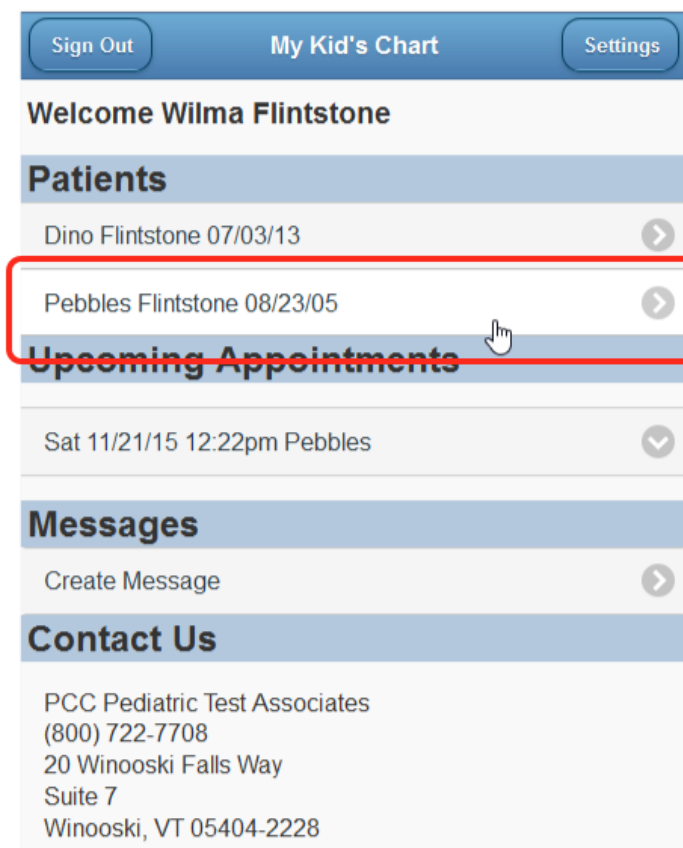
**Messages are Private:** Your conversation is not stored in any e-mail account. Your messages can not be read by any other My Kid's Chart user, even those who have access to the same patient's records.

**Patient Portal Messages vs. Direct Secure Messaging:** The patient portal and PCC EHR support two different messaging technologies. Portal messages are a secure, optional messaging tool built into the patient portal. Patient portal users can exchange messages with their pediatric practice, and the practice can receive and send portal messages with PCC EHR or pocketPCC. Direct Secure Messaging, on the other hand, is a specialized message technology used to share and send medical information. It requires registration with a third-party service and it allows for secure transmission of C-CDA transition of care documents or visit summaries. For more information, refer to Receive and Respond to Portal Messages or Direct Secure Messaging.

## Download or Transmit a Visit Summary Record

Patients and families can use My Kids Chart to download a C-CDA-formatted visit summary for any encounter. Also, if a pediatric practice supports the service, users can optionally use Direct Secure Messaging to send records of a visit to another physician or medical practice.

First, select the patient and visit from their history.



At the bottom of the visit, choose to download or send the visit summary.

## Diagnoses

Well child visit

## Vitals

### Weight

63 lbs (28.576 kg)  
46<sup>th</sup> percentile (CDC)

### Height

50 in (127.00 cm)  
16<sup>th</sup> percentile (CDC)

### BMI

17.7 kg/m<sup>2</sup>  
72<sup>nd</sup> percentile (CDC)

## Export Visit Summary

Download PDF 



Download C-CDA



Send Direct Secure Email



**Direct Secure Email**  
Send a patient's Visit Summary to a doctor or practice's Direct Secure Email Address. This is not regular email.

To

test@test.directmessage.com

Subject

Visit Summary Attached

Message

Attached is a Visit Summary for Pebbles Flintstone on August 31, 2014 at Main - PCC Pediatrics.  
  
Wilma Flintstone  
ilovefred@gmail.com  
800-722-1082

Attached Document

☒ Visit Summary (C-CDA)

☐ Visit Summary (PDF)

Send

If you wish to send a Direct Secure Email, enter the Direct Secure Messaging address provided by the recipient. For example, a specialist might provide you with a DSM address for the purpose of sending a visit summary directly to them. A normal e-mail address will not work!

After you enter an address, optionally edit the default subject and message. Next, choose whether to attach a C-CDA or PDF, and click “Send” to send the message and visit summary.

**Direct Secure Messaging Required:** You can only use the Direct Secure Message option if both your pediatrician and your desired recipient have activated Direct Secure Messaging. The recipient must supply you with their Direct Secure Messaging address.