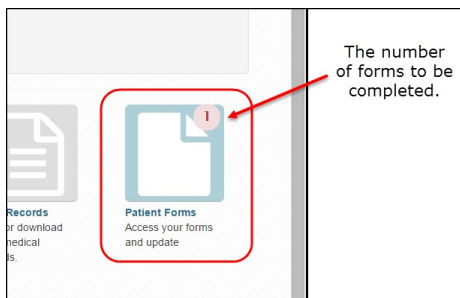


Complete Forms in Patient Portal

You can complete forms prior to your visit using the Patient Portal. You will receive a notification email alerting you to complete an assigned form. Click the link included in the notification email to access the patient portal.

Go to the **Patient Portal** home page.

1. Log in to the portal. The **Patient Forms** icon displays with the number of forms to be completed.



2. Click the **Patient Forms** icon on the home page. The **Patient Forms** screen displays.
3. Click the **Start** button for a form. The form displays.
4. Complete the patient check-in forms and take the following actions based on the type of form they are completing:
 - **Exit** – closes the form screen
 - **Ask a Question** – Opens the **Messaging** screen in the **Patient Portal**
 - **Save and Close** – Saves your work and closes the form screen. Form status changes to **Saved**.
 - **Finish and Submit** – Closes the form screen and sends the form back to your office for review. Form status changes to **Submitted**.
 - **Decline** (Consent Form) – Closes the form screen and sends the form back to your office for review with no signature. Form status changes to **Submitted** in the portal **Patient Forms** grid.

Patient Forms		
Form Name		
Font Issue Consent form	✓	Submitted
Patient Health eForms	✓	Submitted

© 2019 AdvancedMD