Christian Psychological Associates is introducing Patient Ally

Patient Ally is your FREE internet-based Personal Health Record management system ENROLL TODAY

Patient Ally Features and Benefits:

- Request appointments with your provider online
- Securely pay your invoice online with a credit or debit card
- Fill out and sign your Intake documents online
- Please see the back for instructions

Sign up with your email when we send you a link from Office Ally. Create your account with your own password. Only you will be able to access your Patient Ally account. If you have any questions, please feel free to call Christian Psychological Associates/John R Day & Associates at 309-692-7755.

Patient Ally is secure and is approved by the following accrediting organizations

| The Health Insurance Portability and Accountability Act | CAQH CORE Certification | ONC-ACB 2014 Certified | Electronic Healthcare Network Accreditation Commission |

Patient Ally Guide

1. We send you the link to enroll in Patient Ally to your email that our Intake team collects from you. The link is from Office Ally or Patient Ally.
2. Click on the link in your email and create an account with Patient Ally.
3. When ever you want to go to your Patient Ally account, go to www.patientally.com
4. Fill out your documents online
   a. Login to your Patient Ally account.
   b. Select the Documents box.
   c. Select Intake Documents.
   d. Select *New Forms* to see the forms you have to fill out. Please fill them out. We will receive confirmation when you have filled them out. **You cannot be seen without signing all the financial documents**.
   e. Make sure you sign the Release of Information if you selected "Yes" that you approve your therapist communicating with your physician or psychiatrist.
   f. To see the forms you have completed, select *Completed Forms* Tab.
   g. *If you cannot see the documents, your browser has blocked the pop-up. Please select Allow Pop-ups for Patient Ally in your browser settings or the alert that tells you a pop-up has been blocked. Exit the browser and sign in again.*
5. Request appointments
   a. You can request appointments by selecting the Appointments box.
   b. On the left, select your provider and location you want to see your provider. Some providers are at more than one location.
   c. The calendar that appears on the right will show open times you can request appointments.
   d. Requesting does not mean that you have that appointment.
   e. You must wait until the office approves that appointment. We will check to see if that slot is still open and will confirm or deny the appointment. You will get a notification either way.
   f. If the time is filled by the time we see it, we will call you to give you another time that is convenient for you.
6. See your appointments
   a. Select the Appointments box in Patient Ally.
   b. Select My Calendar and Appointments on the left.
   c. Click on any appointment you have to see more details.
7. To pay your bill online, login to your account on Patient Ally and select Bill Pay.
   a. If you see a balance, you may pay it with your credit/debit card securely.
   b. The payment will be applied directly to your account.
   c. You will also be able to see your history of payments.

Thank you! If you need help with Patient Ally, please call our office 309-692-7755. For additional technical support, please call Office Ally or Patient Ally at: 888-747-4255 or 360-975-7000.