

Cathy J. Berry, MD & Associates

Guidelines for Use of the Patient Portal

Use of the patient portal is limited to **NON-URGENT** and **NON-EMERGENT** communications and requests that primarily involve prescription refill requests, appointment requests, and non-urgent messages.

The patient portal contains several different functions that you may use, including but not limited to:

- *Medications:* View your medication list, request refills and update your pharmacy.
- *Allergies:* Add and/or delete allergies to medications and/or food.
- *History:* Enter, review and edit your past medical, social and family history.
- *Chart:* Create a summary of certain information contained in your medical record, including, but not limited to laboratory results, immunizations, and vital signs.
- *Account:* Make changes and additions to your personal information, including, but not limited to your address, telephone number and insurance information.
- *Messages:* View a record of communication carried out through the patient portal. *Please note that messages sent through the portal are checked during office hours ONLY. They will not be checked after hours, on weekends, or on holidays when our office is closed. Also, please allow 72 hours for a response to patient portal messages.*

How to Use the Patient Portal

To login to the patient portal, please go to our website, www.cathyjberrymd.com and then:

- Click the link for patient portal located under "Quick Links" in the lower right corner of our web page
- Click "Activate account"
- Complete the Personal Information, Security Information, Site ID and Phrase, and Login Information. *Be sure to enter your name and date of birth as it appears on your portal activation letter. If any information is incorrect, you will be able to make changes once your portal account has been activated.*
- You will be prompted to enter your activation code. Your activation code is CASE SENSITIVE and will need to be entered as it appears on your portal activation letter.
- A tutorial is available to help with setting up your portal. To view this tutorial, click the link "*View a video tutorial on how to activate your account*" located at the top of the patient portal activation page.

Once these steps have been successfully completed, you will be able to access your patient portal. Please be as thorough as possible when completing your personal information and medical history. This will save time during future appointments and will help us provide you with the best medical care possible.

The patient portal is intended for use of NON-URGENT and NON-EMERGENT issues only!

Thank you for your cooperation,

Cathy J. Berry, MD & Associates

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Patient Consent for Use of the Patient Portal

1. The office staff at Cathy J. Berry, MD & Associates has discussed with me the use of the Patient Portal system to gain limited access to my medical record.
2. I understand and agree that the:
 - a. Information I submit through the Patient Portal may be viewed by designated members of the office staff who require it to perform their specific job function. Such information will become a part of my medical record.
 - b. The office and its providers will not release the contents of any Patient Portal transmission without my written permission except as permitted or required by law.
 - c. For confidentiality, I must not share my username and password for the Patient Portal with others.
 - d. I understand that the Patient Portal System is intended for **NON-URGENT** and **NON-EMERGENT** issues. In the event of an emergency or a worsening condition, I will call the office.
3. I have read and understand the above information. I have been given the opportunity to ask questions. All of my questions have been answered to my satisfaction.
4. I agree to abide by the above guidelines. I wish to communicate via the Patient Portal

Patient Name: _____

Patient Signature: _____

Date: _____

Chart# _____