Presence Developmental Services & Presence Counseling Services
Clinic Tracker Patient Portal Account Registration Guidance

Presence Developmental Services and Presence Counseling Services encourage everyone to use our secure patient portal via Clinic Tracker, where you can create an account for self-referral or refer individuals you are working with.

___

1. From the Presence Counseling Services and Presence Developmental Services website https://presencedevelopmental.com/make-a-referral Click "**Make A Referral**"

2. To register, click here under "Need an Account"
3. Once you enter your email address, you will receive email to the address provided confirming the new account registration within moments.
4. To activate account, click on link found in confirmation email to continue electronic registration process.
5. Once account has been confirmed, navigate back to Login and Enter your username (i.e. email address) and password. *Place a checkmark next to "I'm not a robot."
6. Click Log In.
7. Make selection to either register yourself as a patient **OR** register a **new proxy (aka Individual)**
8. Complete the referral and registration forms and please note that the required areas are highlighted **RED** and must be completed prior to submitting.
   a. submit the short referral form
   b. Submit Presence referral form with eligibility information
   c. Submit Authorization to release PHI to Presence
   d. Submit supporting documentation related to eligibility and reason for referral
9. Submit

Any concerns or challenges, please email info@presencedevelopmental.com