

**Sign Up For Online Patient Portal**

[www.gotomyclinic.com/endocrine](http://www.gotomyclinic.com/endocrine)

1. Review, sign, and agree to the Patient Portal authorization form you will be provided.
2. After this is complete, you can expect to see a welcome email within 3 days (please check your Spam/Junk mail). On this email you will click on the URL link (web page) and use the assigned log-in and password.
3. **IMPORTANT Once logged into the portal, you should go to "My Account" on the top right of the page. Please change password to something only you will know and complete your security question and security answer. Please note your security answer is case sensitive. This is essential to make sure your information remains secure and private and so that you may easily retrieve your password!**

After the above is complete, you should be able to use the site.

**What can I do in Patient Portal?**

1. **Lab/Test Results** : Here you can receive copies of labs/tests done in the office, their results, and any explanations or comments done by your provider. Labs that require a follow up visit will be available after your visit. *More information is on page 7 of the following link:*  
[http://darmodymd.com/images/Patient\\_Portal\\_Users\\_Guide\\_7.pdf](http://darmodymd.com/images/Patient_Portal_Users_Guide_7.pdf)
2. **Health Summary**: Here you can view information entered into various parts of your electronic health record. These are available for you to review and check for accuracy, as well as print for other physicians or keep for your records. We are going through these sections on a regular basis and updating this with past forms you have filled out in the office and with new information from your ongoing visits. Here you can also make suggestions/comments on the information added, but it will not be a permanent part of your chart until approved by our staff. You may also, view and print of "continuity of health record", update your health information,. Finally, you can make suggestions to your health records, medication lists, etc. but this will not change your permanent record without our "ok" to any information provided. To access your Health Summary Information: On the main Portal screen, click the Health Summary tab. On the Health Summary tab, the Health Summary section contains links to your health information. *More information is on page 17 of the following link:*  
[http://darmodymd.com/images/Patient\\_Portal\\_Users\\_Guide\\_7.pdf](http://darmodymd.com/images/Patient_Portal_Users_Guide_7.pdf)
3. **Medications**: Here you can see current and past medications written or entered by our staff. You can also request REFILLS here, just please make sure we have your accurate pharmacy information. Again, most narcotics and long term medications will require an office visit to refill. To request a medication refill: On the main Portal screen, click the Medications tab, then, click the check box to the left of each medication to be refilled, and then click Request Refill (located in the Actions section). *More information is on page 10 of the following link:* [http://darmodymd.com/images/Patient\\_Portal\\_Users\\_Guide\\_7.pdf](http://darmodymd.com/images/Patient_Portal_Users_Guide_7.pdf)
4. **Appointments**: In this section you can view upcoming appointments or see requested appointments. In addition, you can schedule a regular follow up appointment. To schedule an appointment, click the Appointments tab., Notice the Actions section on the left side of the Appointments tab, In the Actions section, click Request Appointment. *More information is on page 11 of the following link:*  
[http://darmodymd.com/images/Patient\\_Portal\\_Users\\_Guide\\_7.pdf](http://darmodymd.com/images/Patient_Portal_Users_Guide_7.pdf)

- All communication will be included in your patient record
- Our system will check when messages are viewed, so no need to reply that it has been read

## **POLICY AND PROCEDURES**

- Do not use email to communicate if:
  - There is an emergency or urgent need for communication – call 911
- Proper subject matter:
  - Prescription refills, lab results (that does not require an office visit), appointment reminders or requests, viewing/printing/requesting edits to your health information

All messages sent to you will be encrypted – see informed consent for explanation. Emails from you to any staff should be through this portal or they are not secure. We will keep all email lists confidential and will not share this with other parties

We will normally respond to email inquiries within 72 business hours. However, if we are unable to access email or respond to your inquiry please call the office at 954-712-1115.

**All Policy and Procedures are subject to change without notice.**

**Purpose of this form:** Our practice offers secure viewing and communication as a service to patients who wish to view parts of their records and communicate with our staff. Secure messaging can be a valuable communication tool, but has certain risks. In order to manage these risks we need to impose some conditions of participation. This form is, therefore, intended to show that you have been informed of these risks and the conditions of participation, and that you accept the risks and agree to the conditions of participation.

**How the secure Patient Portal works:** A secure web portal is a kind of web page that uses encryption to keep unauthorized persons from reading communications, information, or attachments. Secure messages and information can only be read by someone who knows the right password or pass-phrase to log in to the portal site.

**How to participate in our Patient Portal:** You can compose, pick up, and reply to secure messages or view information sent to you through a Web site hosted by our electronic records company. Once this form is agreed to and signed, we will send you an email notification that tells you how to register for the first time. This notification will give you the URL (Internet address) of the Web site where you can log in. By clicking on the URL you will activate your Internet browser, which will open the Web site. You will then be able to log in using the user name and password provided. Next you will be able to look in your "message box" and see any new or old messages or view other parts of your electronic record. Because the connection channel between your computer and the Web site uses "secure socket layer" technology, you can read or view information on your computer, but it is still encrypted in transmission between the Web site and your computer.

**Protecting your private health information and risks:** This method of communication and viewing prevents unauthorized parties from being able to access or read messages while they are in transmission. However, keeping messages secure depends on two additional factors: the secure message must reach the correct email address, and only the correct individual (or someone authorized by that individual) must be able to get access to it.

Only you can make sure these two factors are present. We need you to make sure we have your correct email address and are informed if it ever changes. You also need to keep track of who has access to your email account, so that only you or someone you authorize, can see the messages you receive from us. If you pick up secure messages from a Web site, you need to keep unauthorized individuals from learning your password. If you think someone has learned your password, you should promptly go to the Web site and change it.

We understand the importance of privacy in regards to your health care and will continue to strive to make all information as confidential as possible and will never sell or give away any private information, including email addresses, without your written consent.

## Patient Portal Signature Page

www.gotomyclinic.com/endocrine

### Conditions of participating in the Patient Portal:

Access to this secure web portal is an optional service, and we may suspend or terminate it at any time and for any reason. If we do suspend or terminate this service we will notify you as promptly as we reasonably can. You agree to not hold Dr.'s Darmody/ Miguel and /or any of its staff liable for network infractions beyond their control.

Before you were given this form, we provided you with our Policy and Procedures for using this web portal. We need you to understand and comply with these, and by signing this form below you will acknowledge that they were explained to you and that you agree to comply with them. If you do not understand, or do not agree to comply with our Policy and Procedures, do not sign the form. If you have any questions we will gladly provide more information.

Informed Consent to use Patient Portal

Patient Information:

Name:

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Address:

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Email Address

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Signature

Date

**PLEASE WRITE YOUR EMAIL ADDRESS IN PRINT AND VERY CLEARLY, THIS WILL HELP SAFE GUARD YOUR MEDICAL RECORDS BEING SENT TO THE WRONG EMAIL ADDRESS.**