



WELCOME TO OUR NEW ELECTRONIC HEALTHCARE SECURE PATIENT PORTAL

As a part of the Federal Government's Electronic Health Record Initiative, patients are now provided the ability to view online, download and transmit their health information. This involves setting up your own secure patient portal. To help us set up your secure portal and subsequently transmit to your portal summary of today's visit, we will need the following information. Your temporary username and password will be provided to you as well as instructions on how to visit your portal at home.

Patient Name _____

Email Address _____

** We will be glad to assist you in our office to help set up and establish your patient portal username and password. Just let one of our staff members know and we will set it up for you.

HOW TO VISIT YOUR PATIENT PORTAL FROM HOME

SETTING UP YOUR PASSWORD

1. Visit <https://patlogin.medconnect-inc.com/Login.aspx>
2. Enter username, temporary password and passcode given to you by our office and click LOG IN.
3. It will now prompt you to re-enter your **temporary password**, a **new password** and to confirm your new password again. You must follow the guidelines for choosing a password that are given on the right side of the screen. As you are typing your password, it will determine if your password **PASSES OR FAILS**. You must select a password that passes before it will let you click **UPDATE**.
4. Once you have successfully selected a password, you will be directed to the home screen in your patient portal.

CONTACT US BY E-MESSAGING VIA PATIENT PORTAL

- Go to the tab labeled **MESSAGING**.
- Select **COMPOSE MESSAGE**.
- Under **STAFF GROUP** section of the composed message, click the dropdown box and select **Dr. Menard Care Team**.
- Add a **Subject** on the **Subject Line**.
- Type a Message and click **SEND MESSAGE**

Our staff will review your message and you will receive a response. Contact our office at **205-391-9038** if you have not received a response within 48 hours.

VIEW YOUR DOCUMENTS

Go to the **DOCUMENTS** tab and **highlight** any visit under CCDAs Documents. Click **VIEW FULL CCDA**. *Once we have received your email, we may e-message you through the patient portal. Feel free to send a non-emergency message if you have any questions or comments. **Please do not use this for emergencies. Call 911 or go to your nearest Emergency Room.***