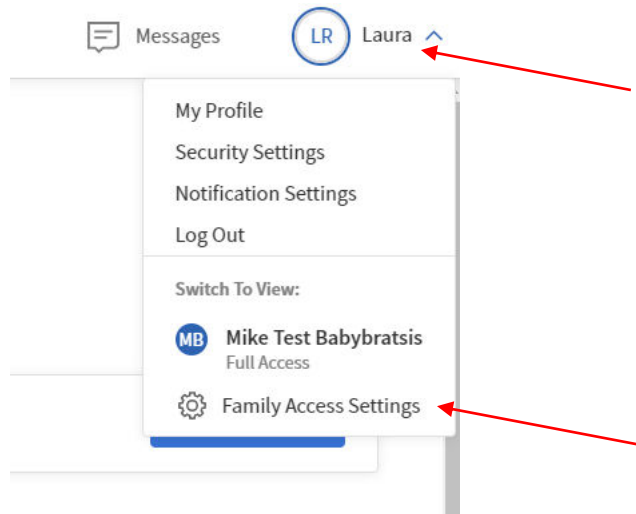


1. Once logged into portal click on name in right hand corner to see dropdown. Then select Family Access Settings.



2. Click add patient on next screen.

My Profile

Contact Information Security Settings Notification Settings Family Notifications Insurance Family Access

Family access allows you to access family members' information from your Patient Portal account. You can also invite family members to access your information.

Laura's Access to Other Patients

Patient	Date of Birth	Access Level	Relationship to Patient
Michael Babybratsis		Full	Stepmother

[Add Patient](#)

3. Enter in patients information that you wish to link. All red asterisks (*) must be completed.

My Profile

Contact Information Security Settings Notification Settings Family Notifications Insurance Family Access

1 Enter patient information 2 Verify identity

Please enter the information we have on file for the patient.

First name *

Last name *

Email *

No Email

Date of birth *

Month Day Year

Phone *

Your relationship to patient *

Select

Cancel

Continue

* = Required information

4. You must verify your identity to link patient. Select call or email temporary passcode then send code.

To help us protect the patient's health information, please verify your identity using a temporary passcode.

How would you like us to send the temporary passcode?

Call (xxx) xxx-5228

Back

Send Code

5. Enter passcode and select continue.

To help us protect the patient's health information, please verify your identity using a temporary passcode.

We will call you with a temporary passcode in the next 90 seconds.

Temporary passcode *

225079

Back

Continue

6. Patient will now be linked to portal account. You can repeat steps 2 – 5 to add any additional children.