

Patient Portal Quick Reference Guide

Logging In

1. Open Internet Explorer and go to this address:
<https://myhealth.acumenehr.com>.
 2. Enter Username and Password.
 3. Click **Sign In**.
- Complete the following steps only if logging in for the first time:
4. Click **Continue**.
 5. Type **Current Password**.
 6. **Enter a New Password**.
 7. **Confirm the New Password**.
 8. Select a **Secret Question**.
 9. Type the **Secret Answer**.
 10. Click **Change Password**.
 11. Click **OK** on the **Password Confirmation** pop-up window.
 12. Select **Yes** to agree to the Terms of Use.
 13. Click **Submit**.

Navigating

Health Record Tab

- Click on the section headers of the Health Record tab to view **Vital Signs, Lab Results, Medications and Allergies, Care Plan, Problems, Immunizations, Procedures, or Smoking Status**.
- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.
- Click the **Download Health Record** button to download available health records to a computer.
- Click the **Send Health Record** button to send a health record electronically to another doctor's office.

Appointments Tab

- Click on the **Appointments** tab to view the Care Team and Upcoming and Past Appointments.
- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.

Messages Tab (if available)

- Click on the **Messages** tab to send a secure message to the doctor's office and view and reply to secure messages from the doctor's office.

To send a secure message to the doctor's office:

1. Click the **Message Your Provider's Office** button or click the **Send New Message** link.
2. Select a **Topic**.
3. Type a **Subject**.
4. Type the message.
5. Click **Send**.

Profile Tab

- Click on the **Profile** tab to view Demographics (patient's personal information).
- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.
- Click the **Account Management** button to change the Patient Portal Password, Secret Question, and Secret Answer.
- Click the **Activity Log** button to view the past 30 days of activity in the Patient Portal.

 Refer to the **Patient Portal User Guide - Patient View** for more information or contact the doctor's office for assistance with the Patient Portal.