

MINOR CHILD PATIENT PORTAL REGISTRATION INSTRUCTIONS

Portal Address

<https://gmc.Intelichart.com/PatientPortal/>

Registering for a Minor Child

To register a minor child in the portal, the account must be linked to a parent/guardian account.

1. Click **Create an Account**.
2. Then click **Yes** for PIN registration.



When the “Patient Portal Registration - Step 1 of 2” screen opens:

1. Enter the PIN issued by your doctor’s office.
2. Enter the patient’s last name.
3. Click **Continue**.

1 PIN Number:
FEP - JFTWDTP
PIN is NOT case sensitive.

2 Patient's Last Name:
Test

3 [Continue](#)

[Already have an account? Sign In](#)
[Don't have a PIN and want to register?](#)
[Forgot your password?](#)

The message will appear “Because you are registering this account for a minor you will also need an account, even if you are not a patient at this practice”.

The parent will choose one of the options.

Patient Portal Registration

Because you are registering this account for a minor you will also need an account, even if you are not a patient at this practice.

Choose one of the options

[I Have an Account](#) [I'll Need to Create an Account](#)

When the parent chooses “I’ll Need to Create an Account” the following screen will appear. The parent will complete this information **AS IT PERTAINS TO THE PARENT, NOT THE PATIENT.**

[Login](#)

[Create an Account](#)

Patient Portal Registration - Step 1 of 2

Step 1: Register My Account

Please note you need to fill out this information as it pertains to you, the parent or guardian. Your dependent's information is already on file at their practice.

Fields marked with a * are required.

* First Name:

* Last Name:

* Date of Birth:

Once the registration is complete and the email is verified, the parent/guardian will then be able to login. The parent/guardian will be able to toggle between all linked accounts by either clicking **Switch Account** under the profile picture, or by choosing a linked account on the **Accounts** page.



OR

Pamela Test



Switch Account ▾

- View My Account
- View My Chart
- Print My Chart
- Generate CCD
- Setup Notifications

Practice Pages

- WRMC Newsletter
- IntelliChart

Quick Links

- New Appointment
- Refill a Medication
- View Messages
- Change Password

My Patient Portal Account

Email Address: icptportal5@gmail.com (Change) **Last Login:** 07/12/2013 8:19 AM
 Change Password **Registered User Since:** 7/12/2013

Associated Practices: Community Physician Group

Notifications

SMS notifications not setup: Add Phone Email: icptportal5@gmail.com Edit Email Add a Notification

Task	Delivery	Details
Appointment Reminder	Email	2 days before
Cancel Appointment	Email	
Final Result Reminder	Email	
New Appointment	Email	
New Medication	Email	
New Message	Email	
New Result	Email	
Reschedule Appointment	Email	
Result Reminder	Email	

Associated Accounts Add a Child or Dependent Account

Name	Associated Practices	
Ethan Test	Community Physician Group	Remove Association

Features not available

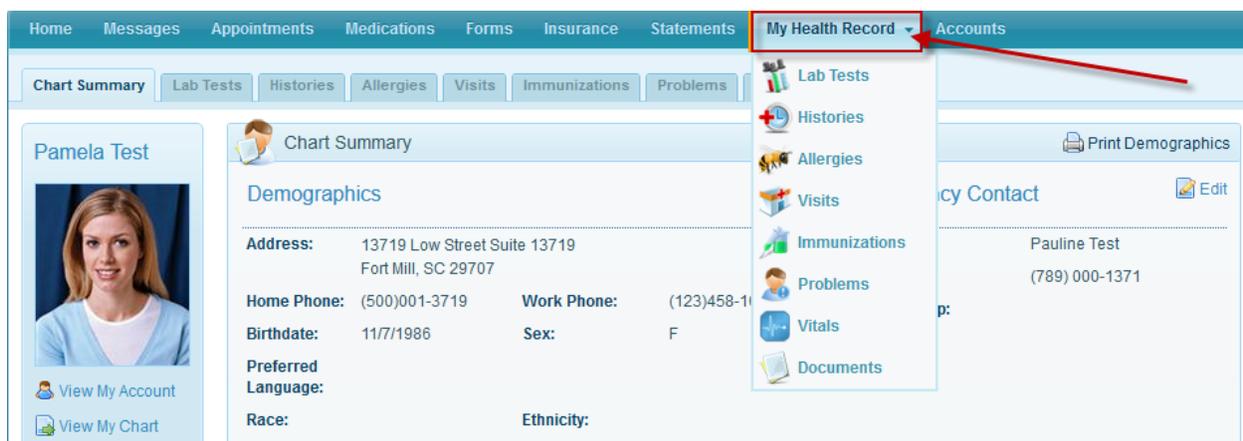
Note: in this initial rollout of the Patient Portal the following features will not be available:

- Appointments
- Referral Requests
- Forms
- Insurance
- Payments
- Medications (except as available in the Chart)
- Compose New Message (however patients will be able to reply to messages sent to them from a physician)

Chart Summary

My Health Record

My Health Record provides an overview of Lab Tests, Histories, Allergies, Visits, Immunizations, Problems, Vitals and Documents. The most recent ER, Observation, or Inpatient records will display on each widget (maximum of 5 visits). To see any particular health record in more detail, click on the widget title or click on respective tab. Hovering over My Health Record will expand the My Health Record menu.



The screenshot displays the Patient Portal interface for a user named Pamela Test. The top navigation bar includes links for Home, Messages, Appointments, Medications, Forms, Insurance, Statements, My Health Record (highlighted with a red box and a red arrow), and Accounts. Below the navigation bar, there are tabs for Chart Summary, Lab Tests, Histories, Allergies, Visits, Immunizations, and Problems. The main content area shows a profile for Pamela Test with a photo and two buttons: "View My Account" and "View My Chart". To the right, the "Chart Summary" section displays "Demographics" for Pamela Test, including her address (13719 Low Street Suite 13719, Fort Mill, SC 29707), home phone ((500)001-3719), work phone ((123)458-1111), birthdate (11/7/1986), sex (F), preferred language, race, and ethnicity. A dropdown menu for "My Health Record" is open, listing various health record categories: Lab Tests, Histories, Allergies, Visits, Immunizations, Problems, Vitals, and Documents. On the far right, there is a "Print Demographics" button and a "Family Contact" section for Pauline Test, with a phone number (789) 000-1371 and an "Edit" button.

My Health Record - Visits

View Visit Data by clicking “Visits”.

The screenshot shows the top navigation bar of a patient portal. The 'My Health Record' menu is open, and the 'Visits' option is highlighted with a red box and a red arrow. Other options in the menu include Lab Tests, Histories, Allergies, Immunizations, Problems, Vitals, and Documents. The background shows a patient profile for Pamela Test with demographic information.

To view details of the visit or download Clinical Documents, click **Details**.

The screenshot shows the 'Visits' section of the patient portal. A table lists three visits from 6/10/2013. The 'Details' link for the first visit is highlighted with a red box and a red arrow. The table has columns for Date, Reason For Visit, Primary Procedure, Primary Diagnosis, Location, and Note.

Date	Reason For Visit	Primary Procedure	Primary Diagnosis	Location	Note
6/10/2013		update sample px description	N/A	Local Community Hospital	Details
6/10/2013		update sample px description	N/A	Local Community Hospital	Details
6/10/2013		update sample px description	N/A	Demoville Hospital	Details

Appointments Medications Forms My Health Record Accounts

Tests Histories Allergies Visits Immunizations Problems Vitals Documents

Visits

Date	Reason For Visit	Primary Procedure	Primary Diagnosis	Location	Note
6/10/2013		update sample px description	N/A	Local Community Hospital	Details

Details

Local Community Hospital Visit -Monday June 10, 2013

Discharge Date:

Type of Visit: Acute

Source: Practice Entered

Clinical Docs:

- Transition of Care Inpatient
- Transition of Care Inpatient
- Inpatient Summary

[View Clinical Document](#)

Click the drop down to select either "Transition of Care Inpatient" or "Inpatient Summary"

Then click "View Clinical Document"

From the Summary window that will display after the patient clicks “View Clinical Document”, the patient can view, download or send this clinical documentation via e-mail.

Clinical Document: TransitionOfCareAmbulatory for Pamela Test

Summary for Pamela Test

Patient	Pamela Test		
Date of birth	November 7, 1986	Sex	Female
Race	NA	Ethnicity	NA
Contact info	Home: 13719 Low Street Suite 13719 Fort Mill, SC 29707 Tel: 5000013719	Patient IDs	600013719 2.16.840.1.113883.4.1
Preferred Language	NA		
Document Id	0FC83DD8-483F-4C3D-8BAA-DA22DF9FFC25		
Document Created	December 17, 2013, 14:26:47, EST		
Care	from February 15, 2008, 15:45:07, EST to February 15, 2008, 15:45:07, EST		

Use this scrollbar to view the content of the clinical document

[Download Clinical Document](#)

Send Clinical Document

To: [Send](#)

Accounts

Through the accounts page, the Patient can change their email and/or Password and view and add any Associated Practices.

To change the Email and/or Password do the following on the accounts page:

- Click **(Change)** email and/or **Change Password**.



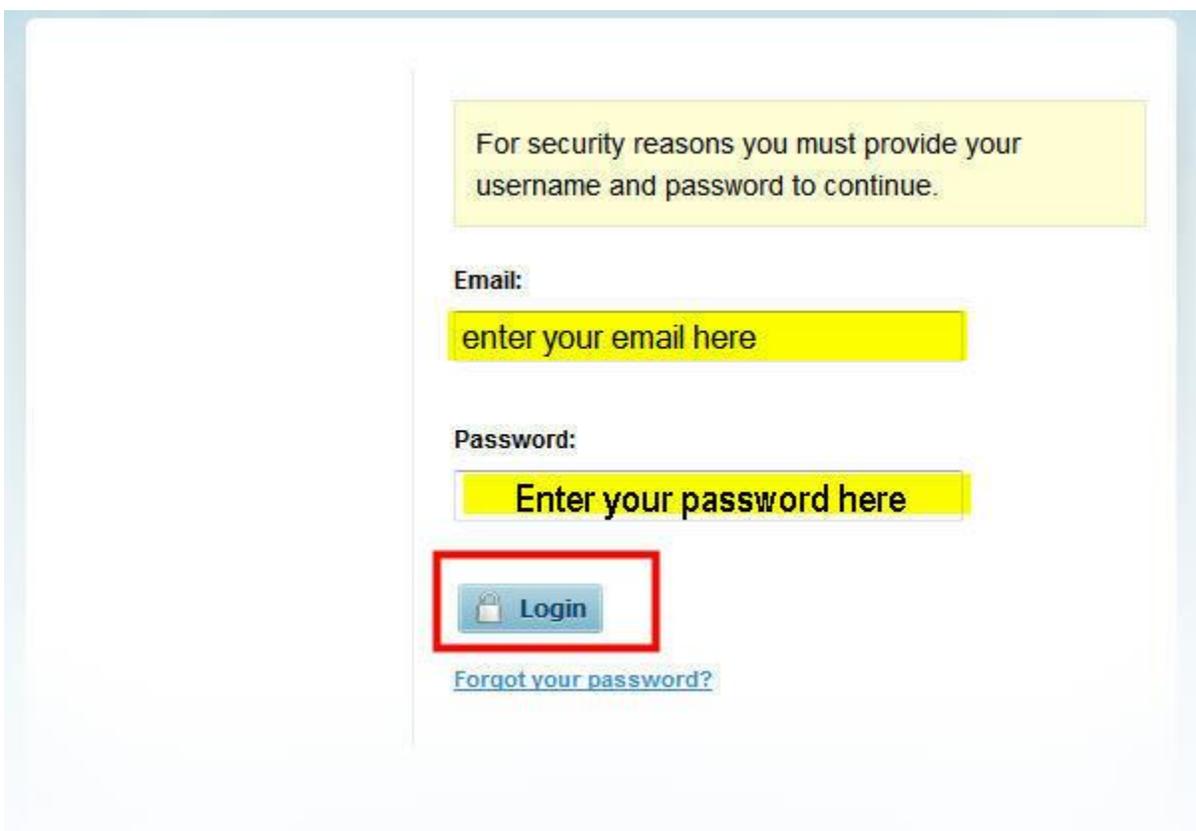
My Patient Portal Account

Email Address: butsonm@gmail.com [\(Change\)](#) Last Login: 04/18/2013 1:36 PM

[Change Password](#) Registered User Since: 4/17/2013

Associated Practices: Community Physician Group [Add Practice Association](#)

- For security reasons the Patient will be prompted to enter their email address and their current password, then login again.



For security reasons you must provide your username and password to continue.

Email:
enter your email here

Password:
Enter your password here

[Login](#)

[Forgot your password?](#)

- The Patient will enter the new password, then confirm the new password and click **Change Password**.

Passwords cannot begin with a special character and must be between 8 and 30 characters in length and include 1 number and 1 letter.

New Password:

Confirm New Password:

Change Password

[Cancel and return to the Patient Portal.](#)

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patient portal

The password has been reset.

Your password has been reset.

You may now login with your new password by clicking the link below.

[Return to login page.](#)

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