

You've Been Invited

To enjoy the convenience of Community Health Care's Patient Portal Program!

This program is FREE, and is being encouraged for all adult patients. During this program, your patience is appreciated as we trial and test the features and functionality of this system.

You will be able to:

- Receive email reminders of upcoming appointments
- See the results of tests ordered from the office and view provider comments on the tests

Other exciting features will be available as soon as they are operational.

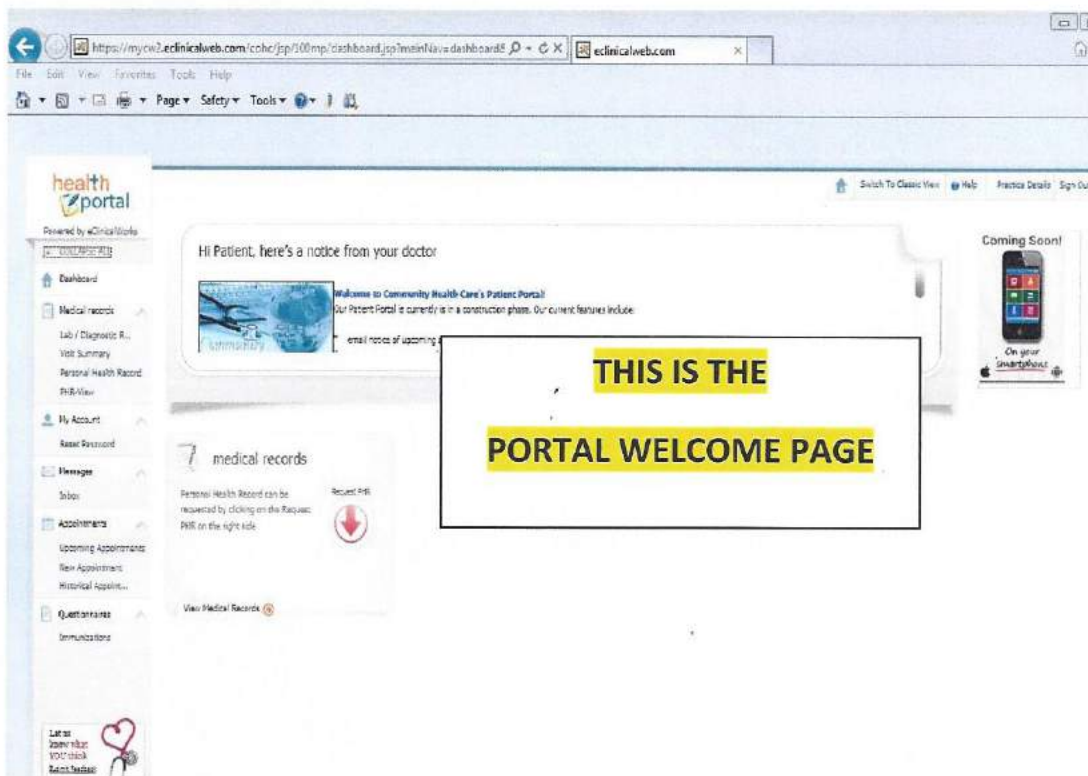
When you connect to the Portal, you are NOT connecting to our actual office computer system, but to a secure website hosted elsewhere. Only very limited amounts of your information are stored in the portal. The Portal "talks" to our office computer system approximately every ten minutes.

Here's how it works:

1. Our staff will enter your email address into our system in the office, and an e-mail will be sent to you with your user logon name and password. Or if you prefer, this info can be given to you at our office.
2. You will receive an email message from "reminders@clinicalworks.com" anytime there is a message for you on the portal. Do not reply to this email! It does not go back to your provider's office! You will never be asked to provide personal information from these emails.
3. Within three days, go to www.chci.com, our practice website, and click on the patient portal icon.
4. Enter the user logon and password from the e-mail you received.



5. "User validation" window will appear the first time you use the Portal ONLY. Fill in one field and click Submit.
6. The next screen allows you to pick a better password and a clue should you forget your password.
7. The final screen for first time users is a consent form. Read and click the box to confirm you have read it. This is the end of the "red tape"
8. **The next box you will see is the WELCOME PAGE.** On the left, you will see menu of the options available. As time passes, we will activate more features.
 - a. **LAB/DIAGNOSTIC IMAGING:** Any labwork you might be looking for is listed in LABS/DIAGNOSTIC IMAGING, also along the left margin. Click on the NAME of the lab test to see your results and any comments from the provider.
 - b. **VISIT SUMMARY:** You can also get copies of your "homegoing instructions"/visit summary on the website.
 - c. **APPOINTMENTS:** You can also look at "Current Appointments" to see when your next appointment is, and in "Past Appointments" to see dates you were seen in the office.
 - d. **ASK DOCTOR:** You can send a NON-EMERGENCY message to your doctor, and receive messages from your health care provider.
 - e. **EDUCATION:** Your provider can send you educational materials regarding your health.



You can log in anytime you want. Your confidentiality is important to us, and your data is secure. You will have access to your medical history, summaries of past visits, lab and diagnostic imaging results, online messages from your health care provider, and reminder messages about important preventive care you may need. You can print out any screen from your own computer.

Should you have any difficulty with the portal, please call our office and we will assist you.