

Patient Portal Instructions

1. Log on to Portal
2. Open **PATIENT** heading toward top of page and complete ALL information in **PURPLE** section on left hand side of page
 - a. This must be completed at least 1 week prior to appointment
3. Open **DOCUMENTS** heading toward top of page
4. Download and print **HIPPA FORM** (3pgs) and **APPT NO SHOW POLICY**
5. Complete forms and either bring to appointment or mail/fax to office before appt