Patient Portal Information

1a. When client services generates your portal, you will receive this email. Clicking on the link will get you started on the portal registration process (setting up username and password, etc.)

Welcome to Your Patient Portal

(N) noreply@patientonlineportal.com <noreply@patientonlineportal.com>
4/8/2020 2:33 PM

To: Tim Abendroth

Your healthcare provider has created an online patient portal for your use. Please go to this address to complete your registration and access the portal: https://patientonlineportal.com/home/register/xjEMMuX0e5ctL1euW2g

1b. After creating and registering your Patient Portal Account, you will receive this email, asking that you confirm your provided email address.

Patient Portal Account Created

(N) noreply@patientonlineportal.com <noreply@patientonlineportal.com>
4/8/2020 2:35 PM

To: Tim Abendroth

You created an account with Patient Portal.

Username: ExamplePatient

Please click here to confirm your email address:

https://patientonlineportal.com/home/confirmemail/WClz6zrQRo2qL8ghAd6z7g

If this was in error or not requested then click to cancel the request:

https://patientonlineportal.com/home/cancelrequest/WClz6zrQRo2qL8ghAd6z7g

If you need assistance, please contact your provider's office.

1c. Shortly after confirming your email address, you should receive this email informing you that new consent forms have been added for you to sign.

New forms available in your Patient Portal

(N) noreply@patientonlineportal.com <noreply@patientonlineportal.com>
4/8/2020 2:40 PM

To: Tim Abendroth

Your healthcare provider has added new forms for you to complete.

Clinical Services Agreement
Important Notice: Regarding Releases of Information
Notice of Privacy Practices
Parental Permission to Treat Minor
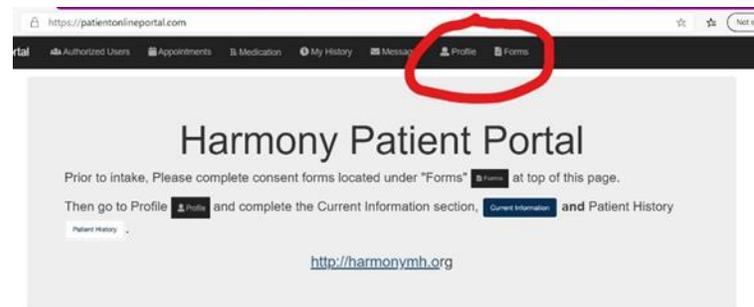Telemedicine/Telehealth Informed Consent Form

Please visit https://patientonlineportal.com to access these new forms.

2. After creating your Portal account, you can access it by clicking on the link provided in the most recent email, or by entering https://patientonlineportal.com which will take you to this screen, where you will enter the username and password you created and selecting "Sign In"
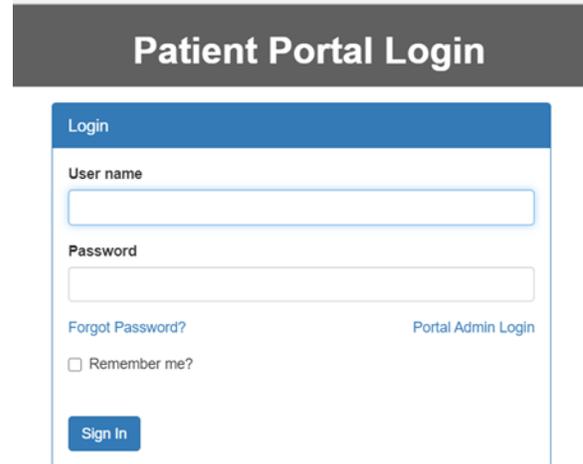
Patient Portal Login

Login

User name

Password

Forgot Password?   Portal Admin Login

☐ Remember me?

Sign In

3. Upon signing in, you will be greeted with this screen, asking you to complete the forms located in the "Profile" and "Forms" sections, located at the top of the screen.

Harmony Patient Portal

Prior to intake, Please complete consent forms located under "Forms" 🗎 Forms at top of this page.

Then go to Profile 👤 Profile and complete the Current Information section, Current Information and Patient History

Patient History .

http://harmonymh.org

4. First, you should select the "Forms" section. That will bring you to this screen, giving you the list of consent forms which will need to be electronically signed. You should select each form individually to sign (adult clients do not need to sign the "Parental Permission to Treat Minor" form).

Informed Consent for Assessment and Treatment

Records Release Authorization

The Patient Health Questionnaire (PHQ-9)

Clinical Services Agreement

Important Notice: Regarding Releases of Information

Notice of Privacy Practices

Parental Permission to Treat Minor

Telemedicine/Telehealth Informed Consent Form

5. For each consent form selected, you will be presented with the form itself to read, concluding with a box for an electronic signature, as either the client, or parent/guardian for minors. To sign, you must first click on the "Client Signature" or "Parent/Guardian Signature" area.
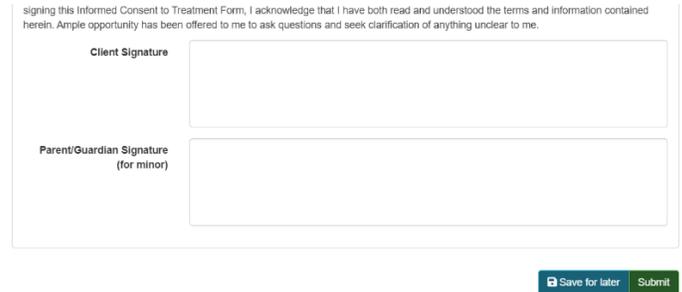
signing this Informed Consent to Treatment Form, I acknowledge that I have both read and understood the terms and information contained herein. Ample opportunity has been offered to me to ask questions and seek clarification of anything unclear to me.

Client Signature

Parent/Guardian Signature (for minor)

Save for later   Submit

6. After clicking the appropriate signature area, you will be taken to this screen, where you will sign your name using mouse or touchscreen. (If you are using a stylus on a touchscreen and having difficulty getting it to register, you should try using your finger instead). When you are happy with your signature, click the green "Authorize Signature" button. If you need to, you can "Clear Signature" as many times as necessary until you get your signature right. After authorizing, you may then click "Submit" on the consent form. Repeat this for each document in the "Forms" section.
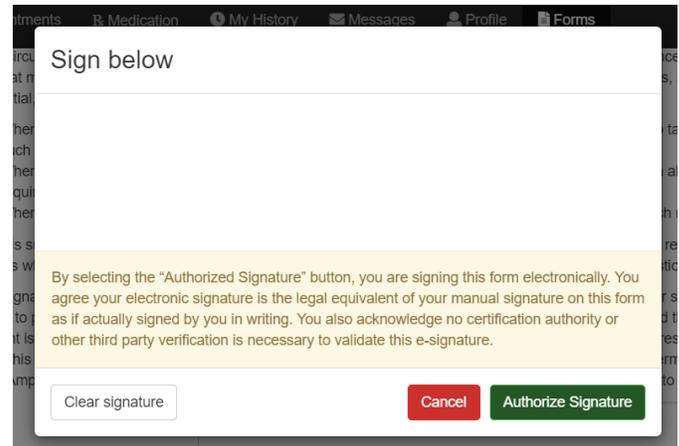
Sign below

By selecting the "Authorized Signature" button, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form as if actually signed by you in writing. You also acknowledge no certification authority or other third party verification is necessary to validate this e-signature.

Clear signature   Cancel   Authorize Signature

7. After signing all the necessary consent forms, you should then move on to the "Profile" section.
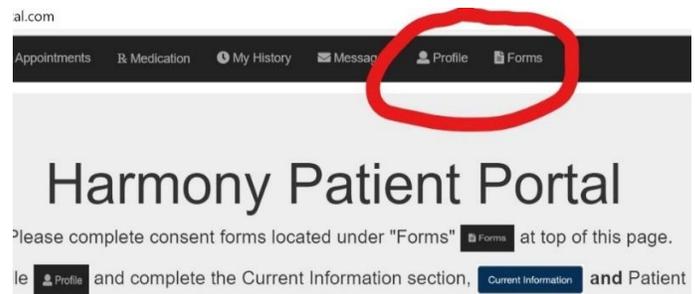
Appointments   ℞ Medication   🕐 My History   ✉ Message   👤 Profile   📄 Forms

Harmony Patient Portal

Please complete consent forms located under "Forms" 📄 Forms at top of this page.

le 👤 Profile and complete the Current Information section, Current Information and Patient

8. Upon entering the Profile section, you should first complete the "Current Information" form, entering all relevant information in the spaces provided.
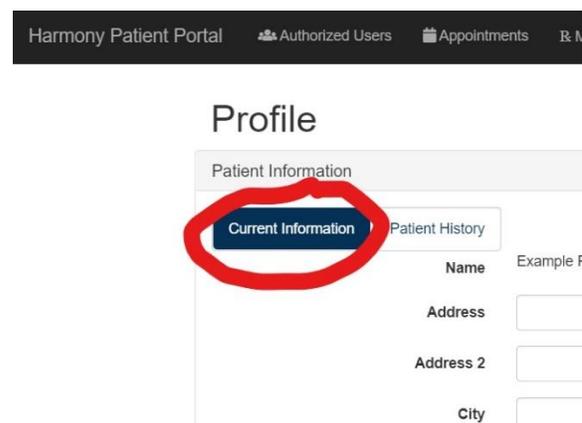
Harmony Patient Portal   👥 Authorized Users   📅 Appointments   ℞ M

Profile

Patient Information
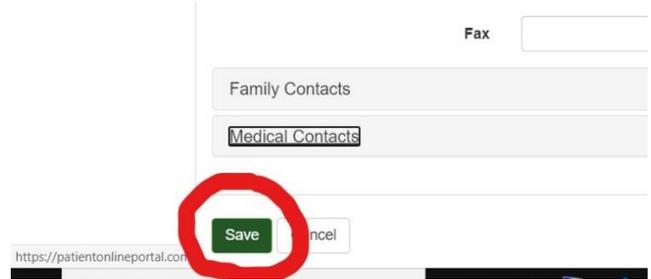
Current Information   Patient History

Name   Example F

Address

Address 2

City

9. After completing all the information in the "Current Information" section, click on the green "Save" button in the bottom left corner.

10. You should then move on to the "Patient History" section. This includes six tabs of information for you to complete: History of Present Illness, Past Psychiatric History, Medical History, Social History, Developmental History, and Family History. Start by selecting the "History of Present Illness" tab and filling out requested information.

11. At the end of the form for each tab, click the blue "Continue" button in the bottom right corner to move on to the next tab.

12. After completing the form under the "Family History" tab, you may then click the green "Submit" button. **It is important to note that once you hit submit, you will be unable to change any information in your profile, only completely redo the ENTIRE profile, so you should make sure that all information is accurate to the best of your knowledge.