

Manage Who Can Access Your Patient Portal

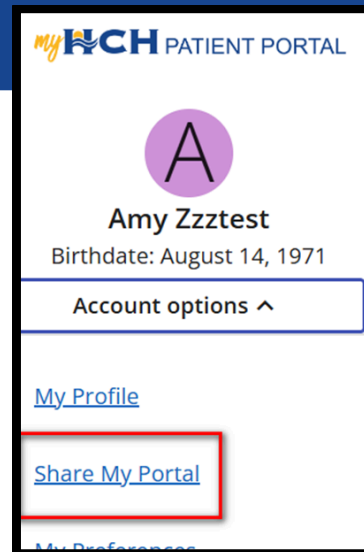
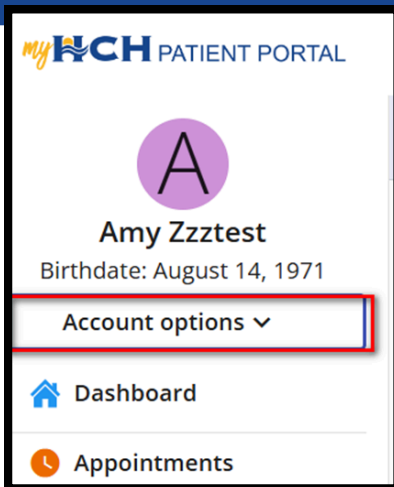
You're in control of your health information



Getting Started

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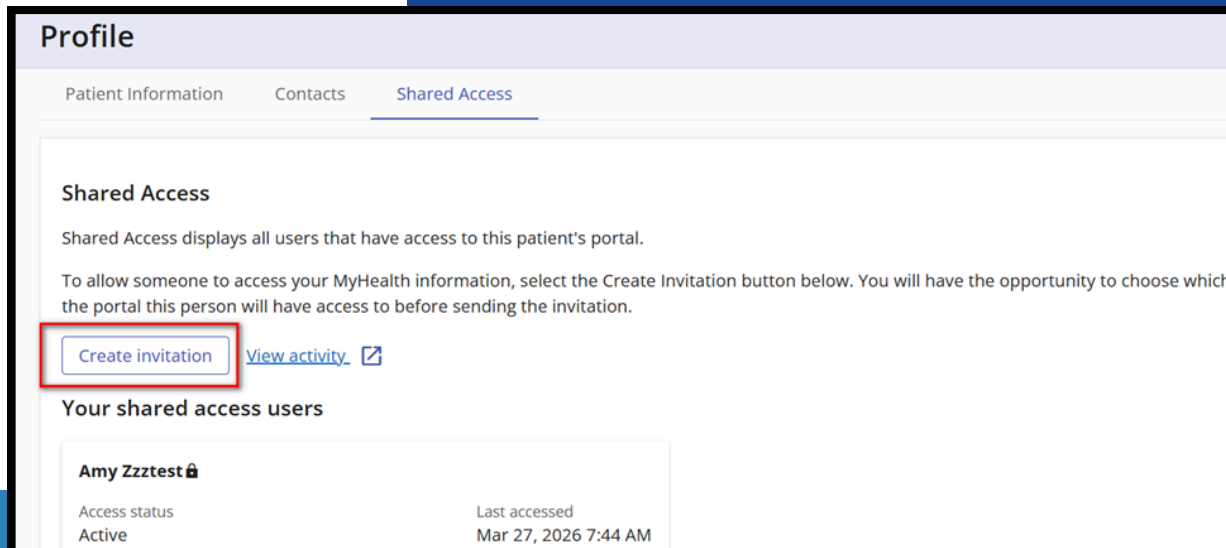
- Log into your HCH Patient Portal
- On the home screen, click the arrow next to “Account Options”
- Select “Share My Portal”



Invite Someone You Trust

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- Click “Create Invitation”
- Enter the person’s information and click Next



If you need assistance with this Guide, please call (419) 591-3809.

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Choose Their Access

- Select how much access they should have:
View only
OR take actions on your behalf
- Choose what they can see or do
- (Optional) Add a message
- Review your choices and click Submit

Create an invitation

Create an invitation for another person to access this Patient Portal by completing the form below and inviting. They must accept the invitation using the same email address.

✓ Recipient — 2 Access Level — 3 Access Permissions

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Select access level

Standard

This user will be able to view information and perform actions as permitted.

View Only

This user will be able to view information as permitted. They will not be able to perform actions such as requesting a medication renewal, or scheduling an appointment, etc.

Next

✓ Recipient — ✓ Access Level — 3 Access Permissions

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Select access permissions

Clinical data

Allergies, Appointments, Conditions, Health maintenance, Health summary, Immunizations, Medications, Messages, Questionnaires, Reports, Results, Scanned documents, Visit

Family history

Current stay

Download medical records

Non-clinical/social appointments

Profile

Surgical status

Next

✓ Recipient — ✓ Access Level — ✓ Access Permissions — 4 Message — 5 Verification

Back

Add a custom message to be sent with your invitation.

Hi Test,

I am inviting you to have access to my patient portal at Henry County Hospital. You will now be able to view my medical records.

Thank you,

Amy

845 characters remaining

Next

Cancel

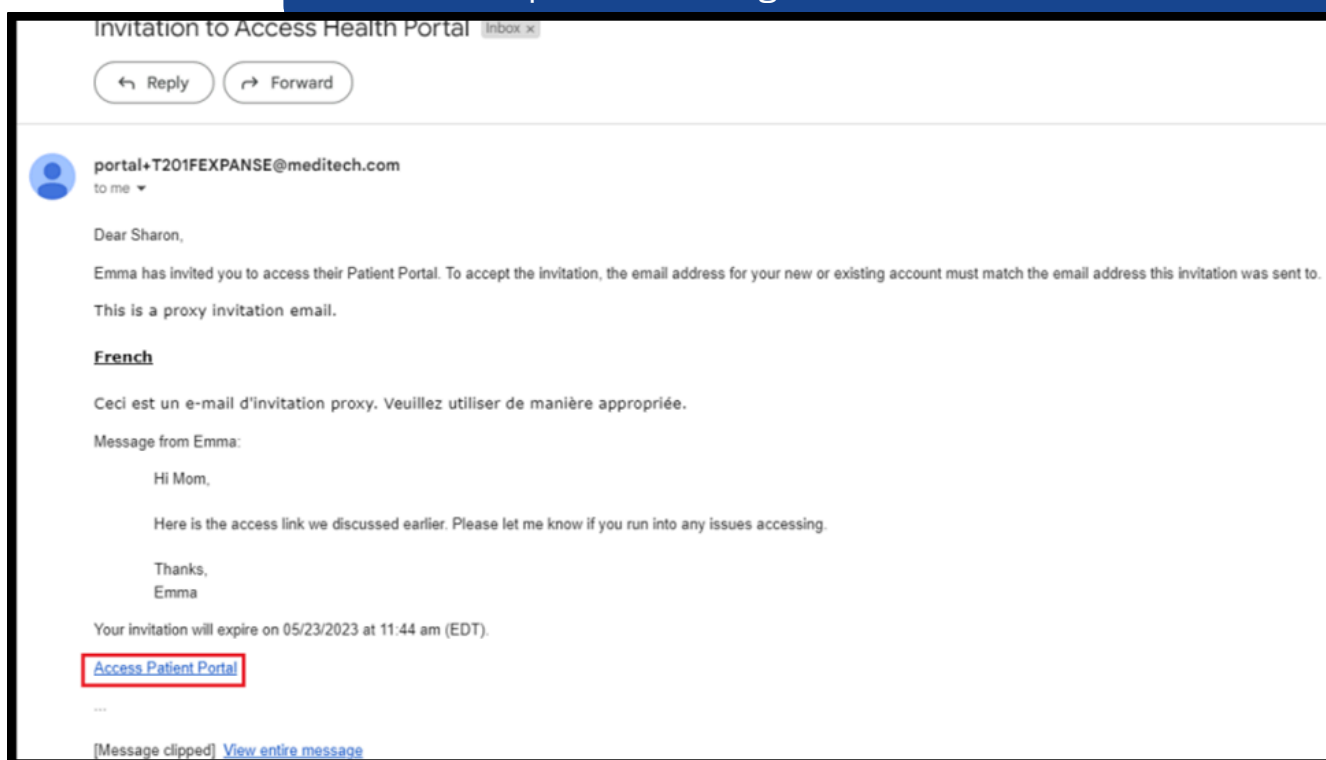
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What Happens Next?

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- Your invited person will receive an email invitation
- They will click “Access Patient Portal”
- If they already have a portal → log in
- If not → click “Accept your Invitation” and create an account
- Accept the user agreement



Good to Know

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- You are always in control of who has access
- You can choose exactly what they can see or do
- You can update or remove access at any time by following the steps above