



# PATIENT PORTAL

## *How to Use*

This document will walk you through the screens of the MyPatientVisit site.

*Three Rivers*  
**DERMATOLOGY**  
*& Windy Ridge*  
THE ULTIMATE SKIN CARE CENTRE

# FIRST LOGIN SCREEN

If you are new to the site click Create an Account.

If you are a returning patient, enter your username and password.

# NEW USER LOGIN REGISTRATION SCREEN

1. Create a username.
2. Create password.

*Password must be at least 8 characters in length and contain three of the four password requirements.*

3. Enter your patient-specific security code.

*If you do not have a code, please contact our office to receive one.*

4. Click Create Account button

*\* If not already filled in, PRACTICE ID is: **DKDAVB**\**

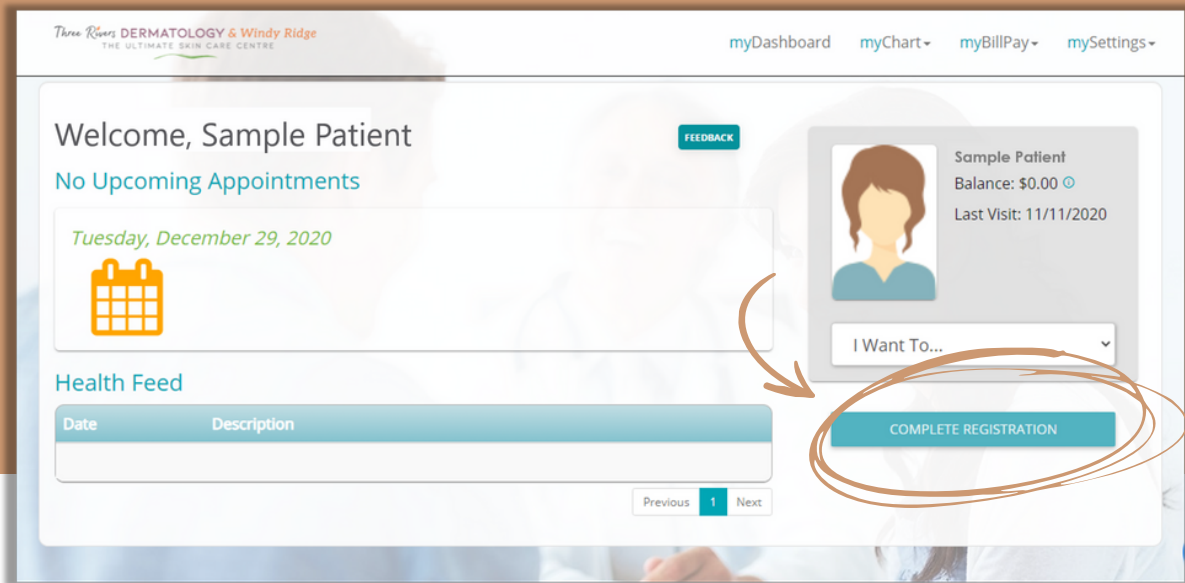
# SECURITY QUESTIONS

1. You will be prompted to choose 3 security questions and answers.
2. Click Continue

# PATIENT DASHBOARD

Select the medical record you would like to view.

# COMPLETE REGISTRATION



## Step 1: Enter your information

We have pre-populated some of your information. You may make any necessary changes and click the "Next" button at the bottom of the page.

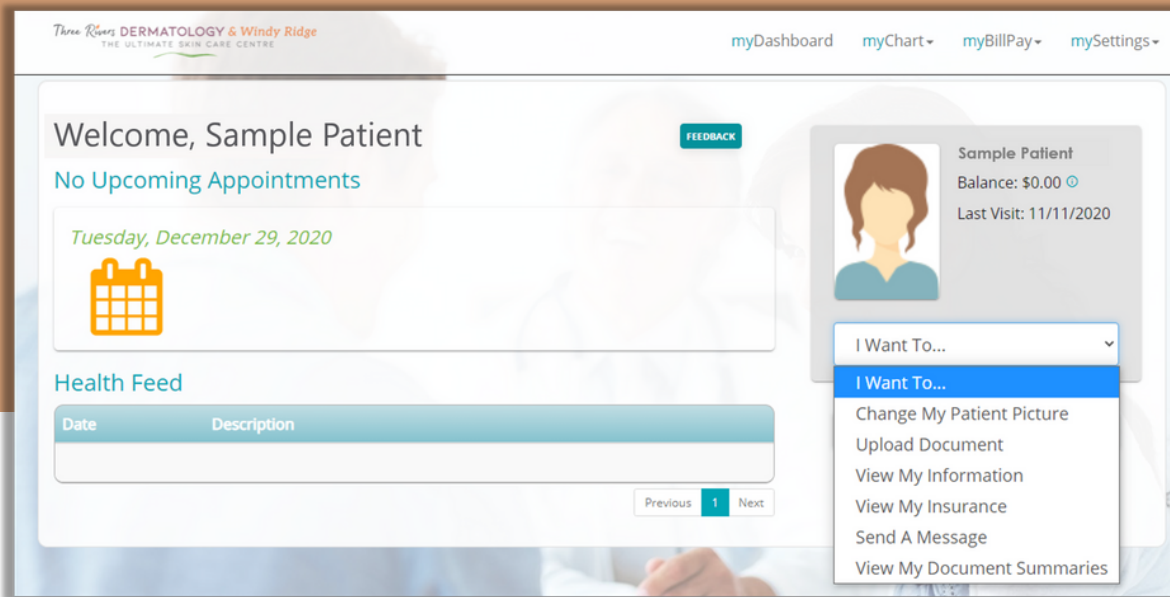
## Step 2: Enter your insurance information

Confirm your insurance information listed on this screen is correct by verifying each one listed. You may make any necessary changes by clicking "EDIT DETAILS". If one is not already populated, click "ADD INSURANCE". When you are done click, the "Next" button at the bottom of the page.

## Step 3: Fill out your electronic forms

If any forms are required, you will find them under "In Progress Forms" or "Unstarted Forms". Click "CONTINUE/COMPLETE FORM". Once completed, click "SUBMIT". To finish registration and return to your dashboard, please click "Next".

# WHAT ELSE CAN I DO ON THE PORTAL?



## View Document Summaries

You will be able to view after-visit summaries (Clinical Summary Documents) we have on file. You may view, download, securely transmit, and e-mail your clinical summaries by clicking the buttons associated with each document.

## Send and Review Messages

Patients can send a secure message to any of their providers. From the dashboard, click on "I Want Too..." dropdown and select "Send A Message".

This feature is a convenient way to send secure electronic messages to our office depending on your needs. For example, you have the ability to:

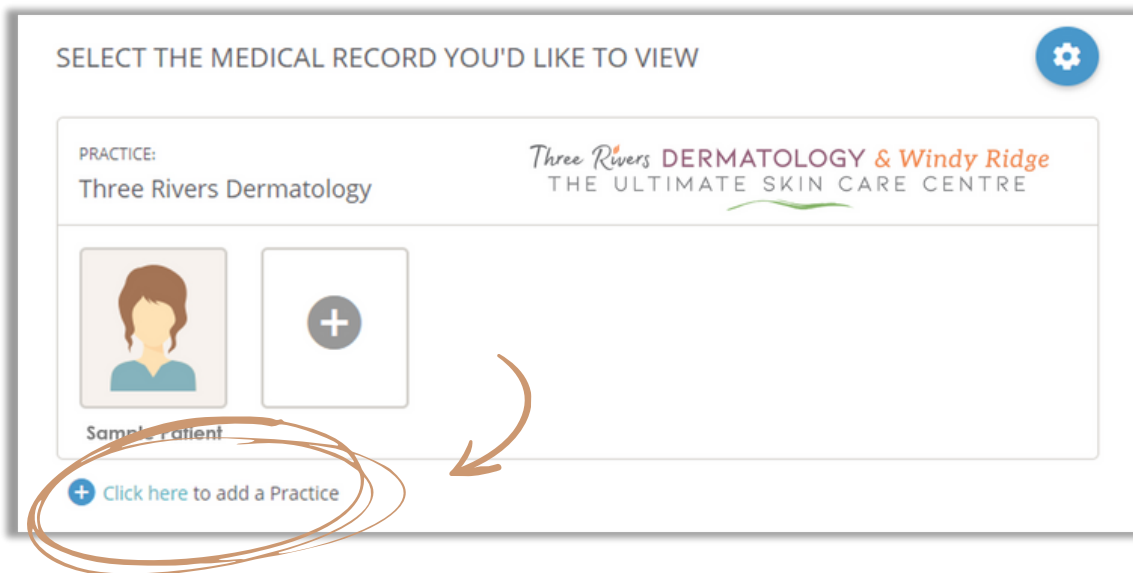
- Request a referral
- Request medication renewals
- Submit photos
- Ask a billing question

Do not use electronic communication for urgent matters. If you are experiencing a medical emergency, please dial 911 or your local emergency number for immediate assistance.

*To schedule, reschedule, or cancel appointments, please contact the office.*

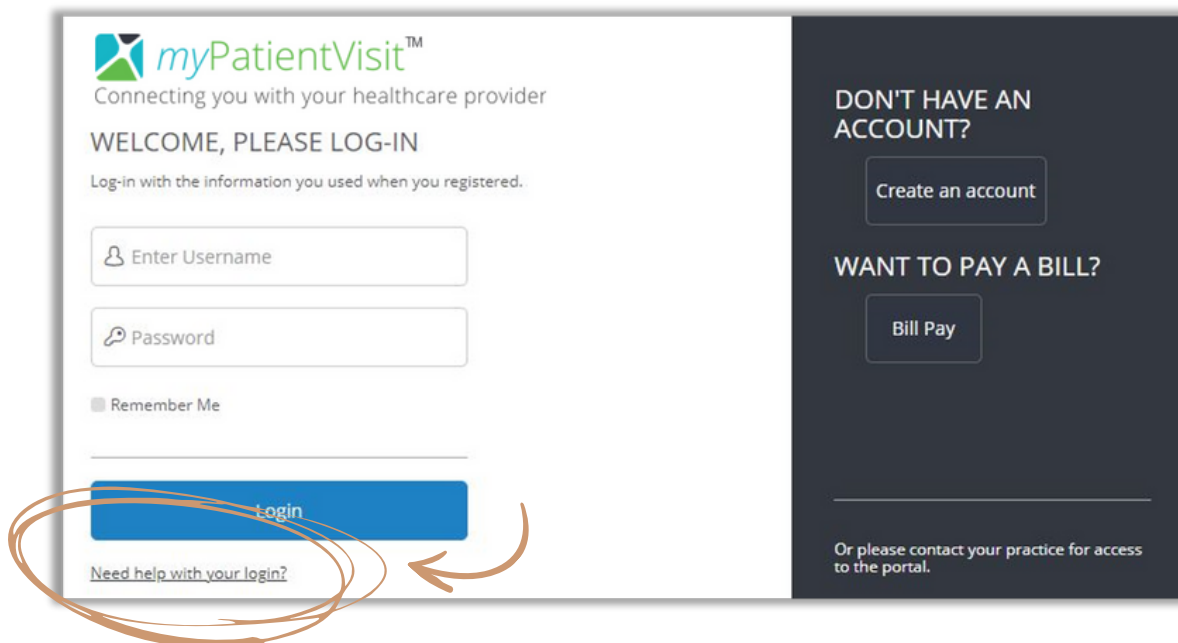
## Connect to Another Practice

Patients can add other practices that also use MyPatientVisit, to their account, or add additional patients, such as children, spouse or parent. This is done by selecting myAccount then "+Click here to add a Practice". To connect to a different practice, the patient will need the information from their provider showing the security code and practice ID.



## Forgot Login Credentials?

If you forget your username or password, you can get assistance by clicking on "Need help with your login?" on the login screen.



You will be able to select Username, Password or both to recover. You will then be asked to answer the security questions that were selected at the time of account setup. *(These will be different for each patient.)*