

My Hospital Patient Portal: Quick-Start Checklist

Use this guide to get set up and master your health dashboard.

Phase 1: Getting Registered (Your First Login)

- Go to your hospital's *official* website (Do not Google "patient portal").
- Find the "Patient Portal" or "MyChart/MyHealth" button.
- Have your After-Visit Summary ready (it may have an activation code).
- If no code, click "Sign Up" or "Register Now."
- Verify your identity (usually Name, DOB, last 4 of SSN).
- Create a strong, unique username and password.
- Set up your security questions.

Write Your Info Down (Keep this sheet somewhere safe!)

- Portal Website URL: _____
- My Username: _____
- Portal Support Phone Number: _____

Phase 2: Your First 10-Minute Exploration

Log in and find these key features. Check them off as you find them.

- **Secure Messages:** Find the "Messages" or "Inbox" icon. Know how to send a message to your doctor.
- **Test Results:** Find the "My Health" or "Test Results" tab. Look at a past result to see how it's formatted.
- **Appointments:** Find the "Appointments" or "Schedule" tab.
- **Medications:** Find your "Medication List." Is it correct? If not, make a note to message your doctor.
- **Health Summary:** Find your "Allergies" and "Health History." Check them for accuracy.
- **Billing:** Find the "Billing" or "Pay My Bill" section.

Phase 3: Common Tasks (How-To)

How to Book an Appointment:

1. Go to "Appointments" > "Schedule a New Visit."
2. Choose the *type* of visit (Telehealth, In-Person, Annual Physical).
3. Select the provider.
4. Pick the date and time.
5. Confirm the appointment.

How to View a Test Result:

1. Go to "Test Results."
2. Click on the specific result you want to see.
3. Look for "Provider Comments" or "Interpretation" (Don't panic if you see the raw data first!).

How to Request Medical Records:

1. Look for "Request Records" in the portal (for simple sharing).
2. *If you need official copies:* Go to the hospital's *main* website (not the portal) and find "Health Information Management" or "Medical Records."
3. Download the "Authorization for Release of Information" form.