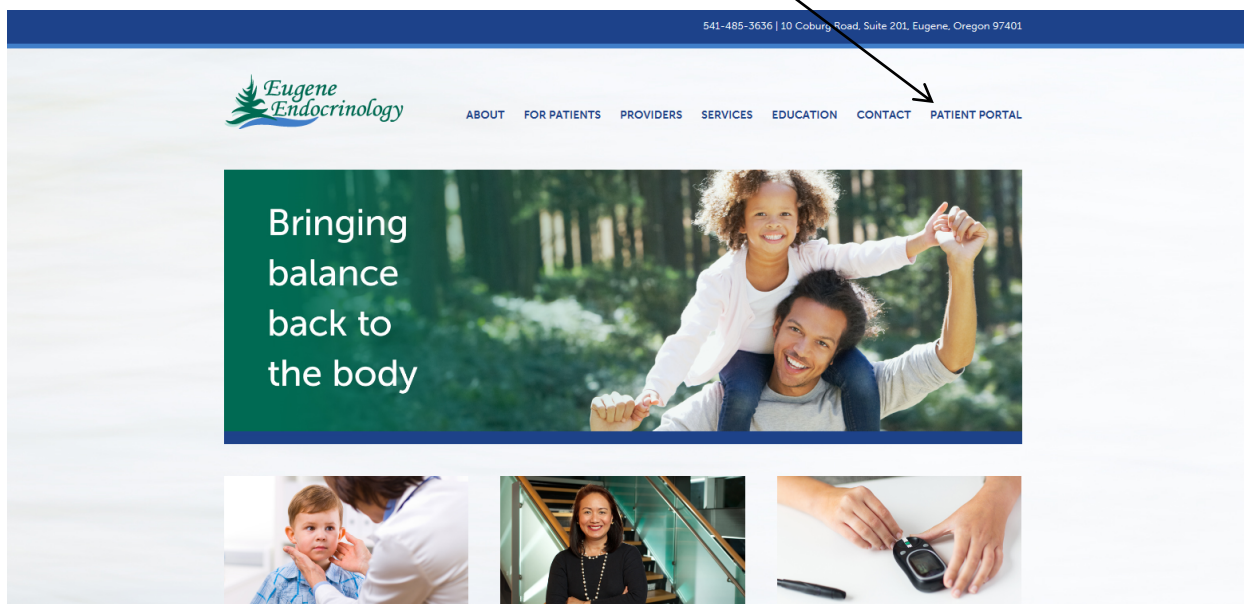




PATIENT PORTAL INSTRUCTIONS

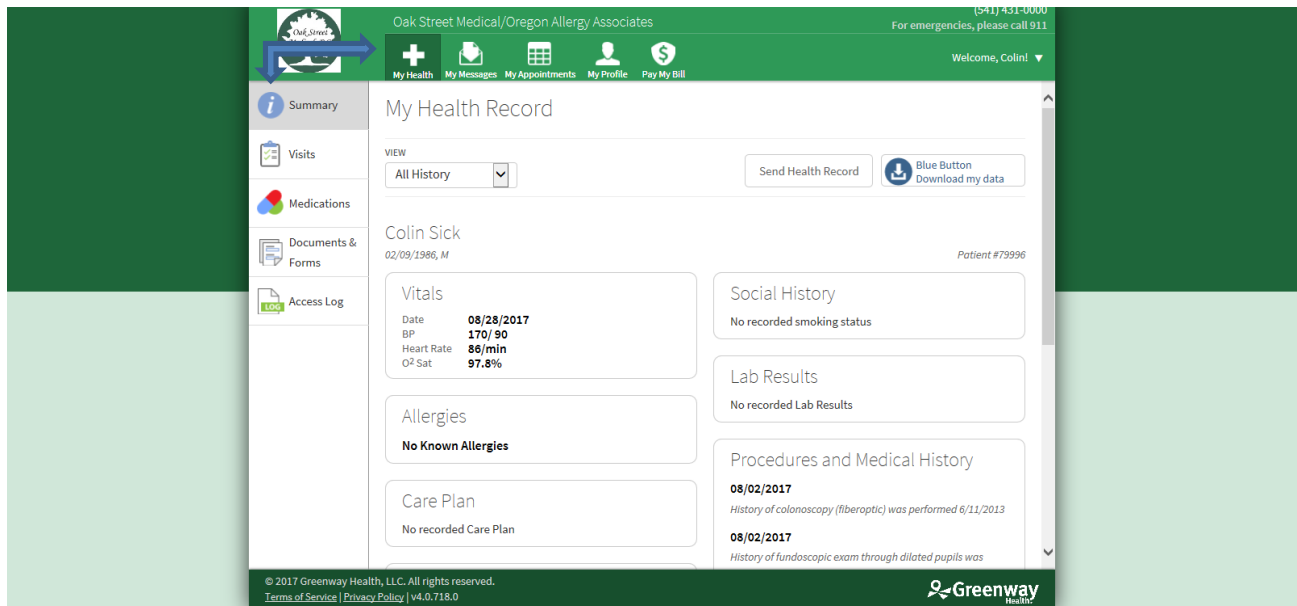
To access the patient portal: Go to our website eugeneendocrinology.com and click the "Patient Portal" link.



Enter user name and password. Click Log in.

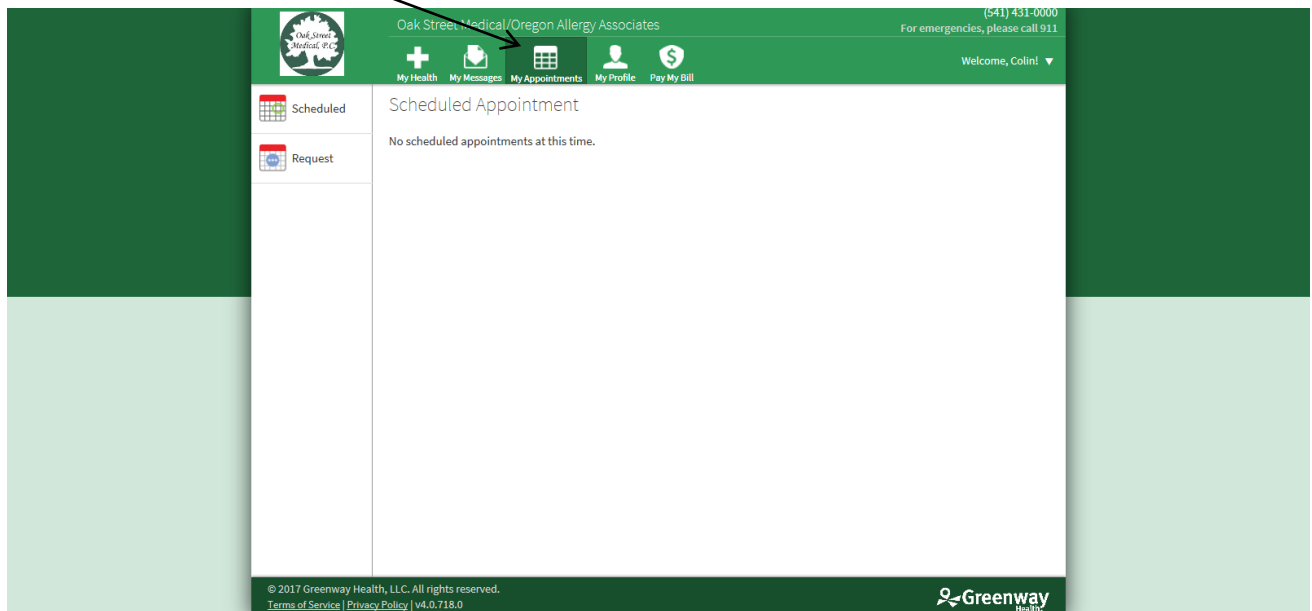


Along the top and left side of the screen are various options.

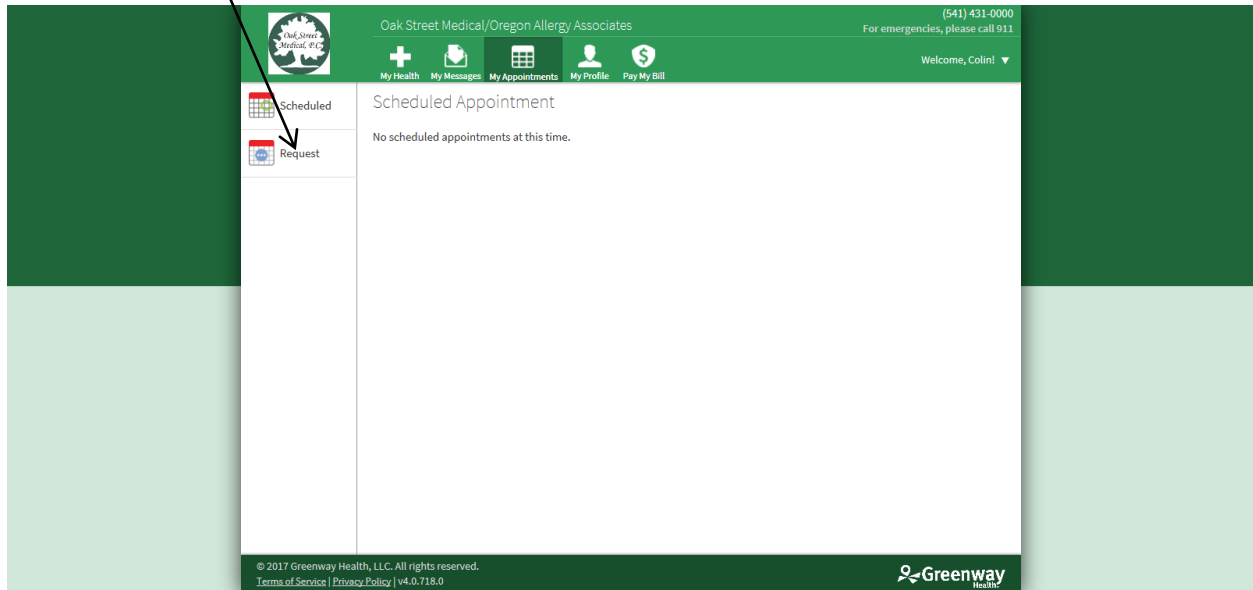


TO MAKE AN APPOINTMENT

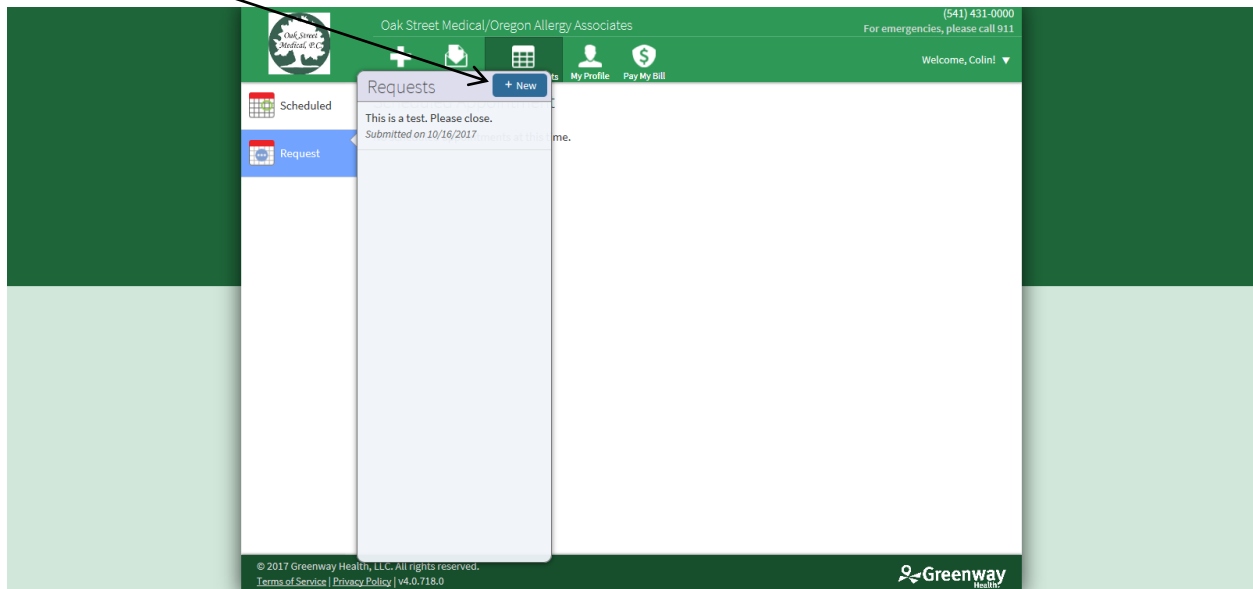
Click the "My Appointments" link.



Click "Request":



Click New:



Fill in the form:

- Location (Eugene Endocrinology)
- Physician
- Time frame
- Preferred day of the week
- Time of day
- Scheduling importance (Is it more important to have an appointment with first available physician, to have a certain day or time, etc.)
- Give a brief description of the reason for the visit

Oak Street Medical/Oregon Allergy Associates (541) 431-0000
For emergencies, please call 911

Welcome, Colin!

Request Appointment

Patient Colin Sick

Location Eugene Endocrinology

Physician (required) Racine, Michael

How soon? First Available

Preferred Day(s)
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time
☒ No preference ☐ Morning ☐ Afternoon

What is most important to you? Physician

Reason for visit (required)
Recheck diabetes

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Click "Submit" located in the bottom right of the screen.

☒ No preference ☐ Morning ☐ Afternoon

What is most important to you? Physician

Reason for visit (required)
Recheck diabetes

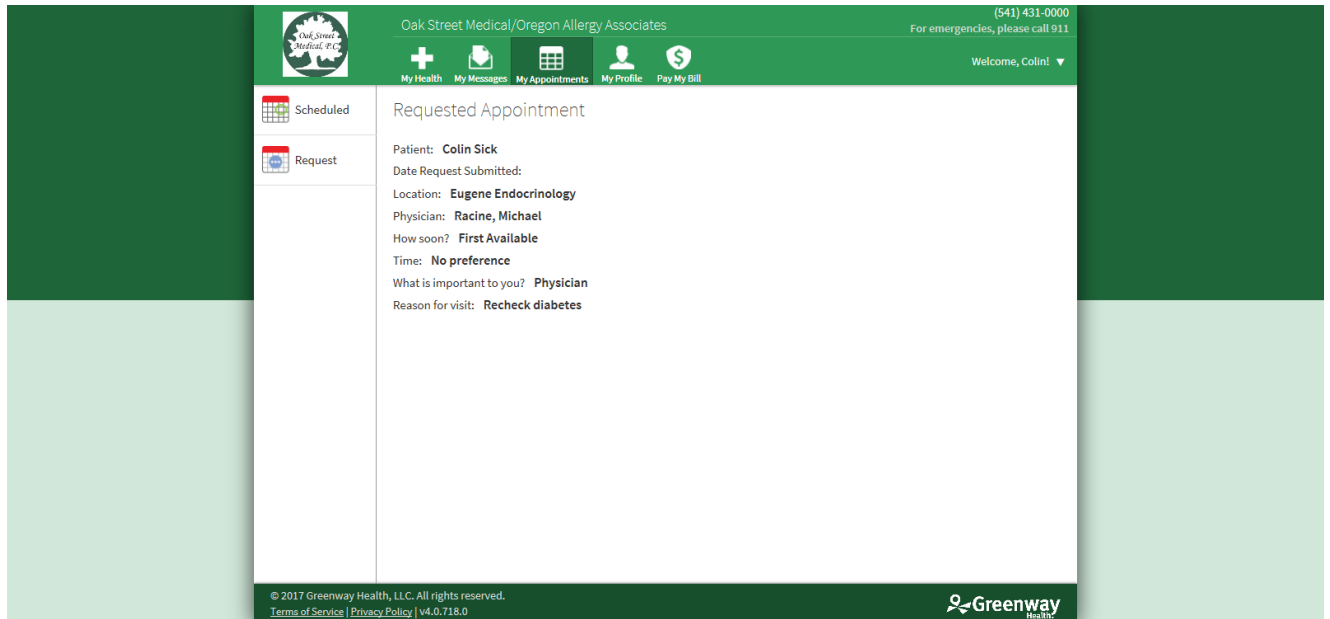
IMPORTANT: Appointment requests should be limited to non-emergency communications. In case of emergency, call 911 or go to the nearest emergency room.

Submit **Cancel**

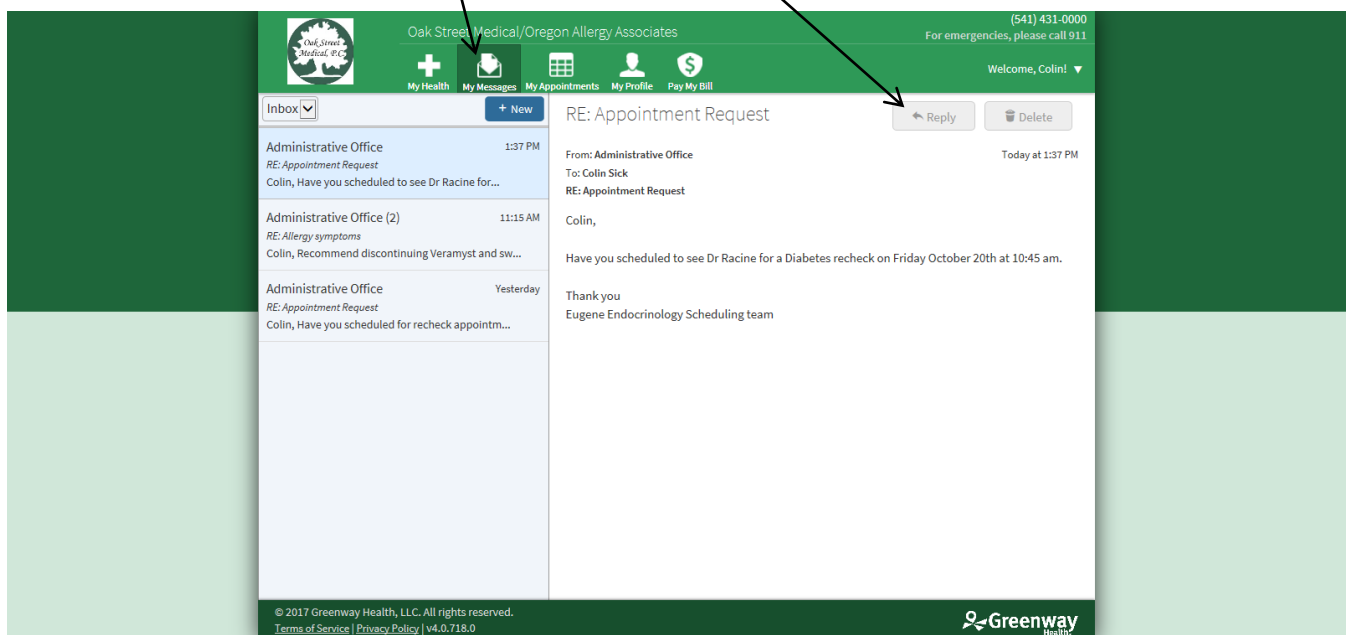
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The following screen will pop up showing that the appointment has been requested.



You can see the response in "My Messages". If you wish to respond to the message to change time or date hit reply.



You can also see any upcoming appointment by clicking on the “Scheduled” link or “My Appointments”.

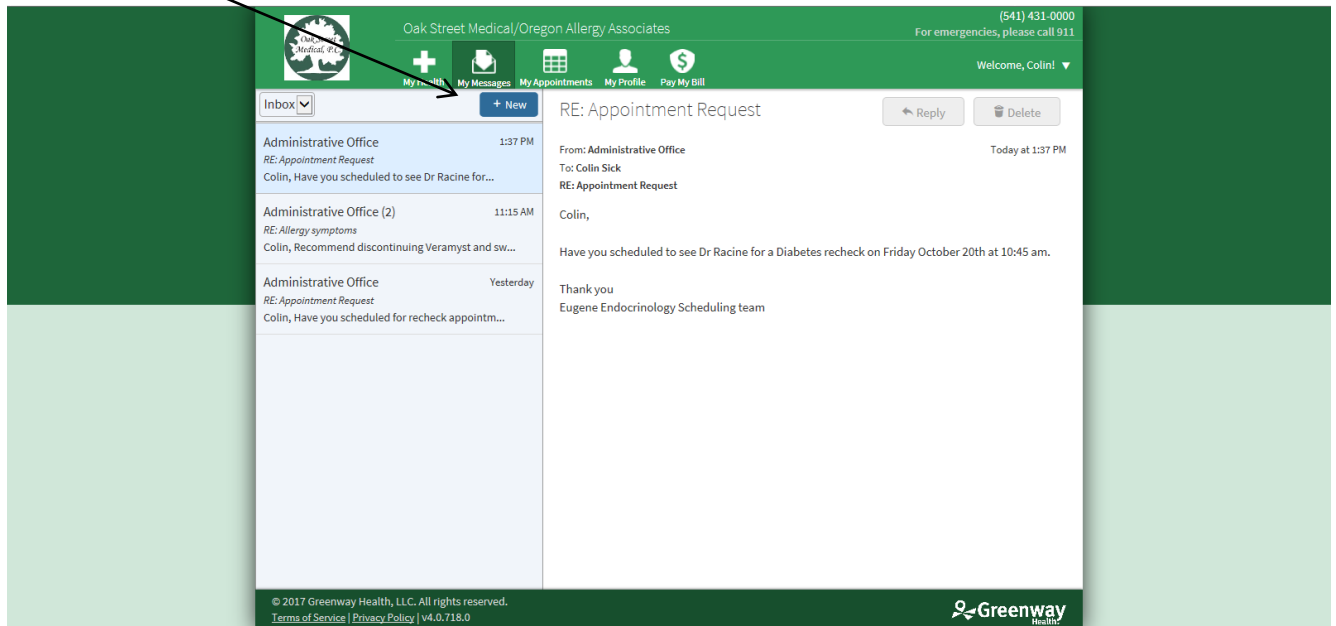
The screenshot shows the 'Scheduled Appointment' page. The header includes the Oak Street Medical/Oregon Allergy Associates logo, contact information (541) 431-0000, and a welcome message for Colin. The navigation bar has links for My Health, My Messages, My Appointments, My Profile, and Pay My Bill. The left sidebar shows 'Scheduled' and 'Request' options. The main content area displays appointment details: Patient: Colin Sick, Status: Confirmed, Appointment Type: (156) - Endocrinology Recheck, Date of appointment: Friday, October 20, 2017, Time of appointment: 10:45 AM, Location: Eugene Endocrinology, Physician: Michael Racine MD, and Location Directions. A map shows the location at 10 Coburg Rd #201, Eugene, OR 97401. The footer includes copyright information for Greenway Health, LLC and the Greenway Health logo.

TO REQUEST A LAB, CONTACT THE MEDICAL STAFF/PHYSICIAN, REQUEST A REFILL

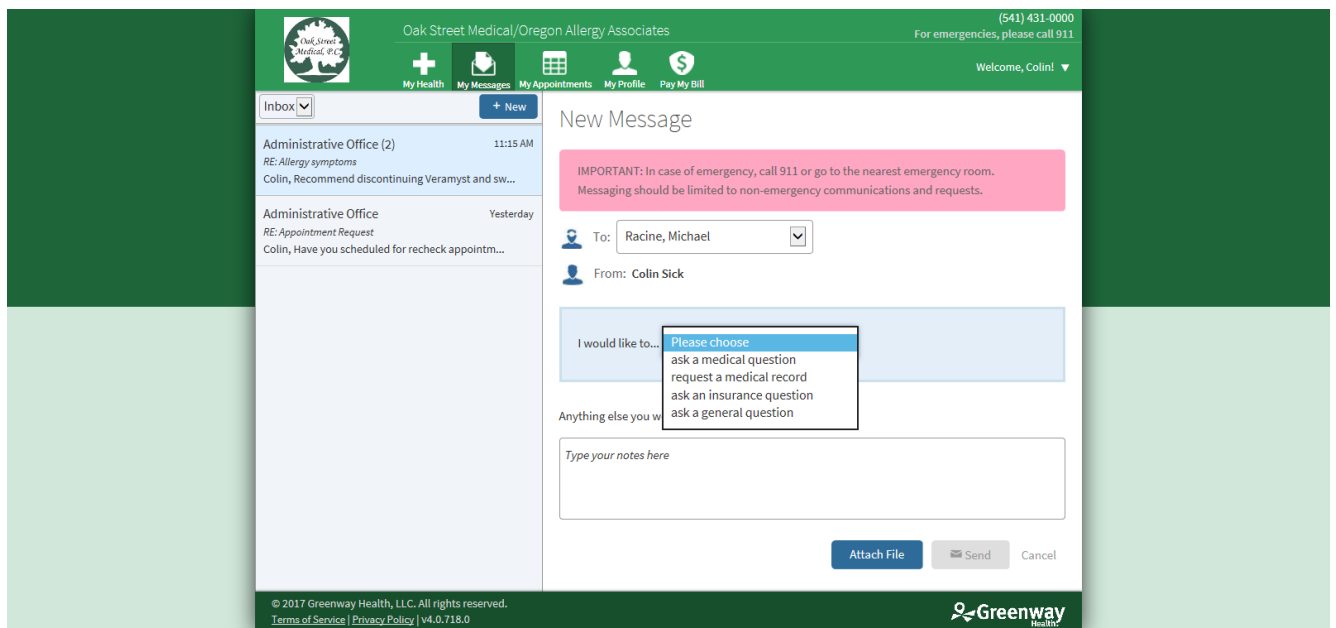
Click on “My Messages”:

The screenshot shows the 'My Health Record' page. The header is the same as the previous screenshot. The left sidebar shows 'Summary', 'Visits', 'Medications', 'Documents & Forms', and 'Access Log'. The main content area displays the patient's health record for Colin Sick (02/09/1986, M, Patient #79996). It includes sections for Vitals (Date: 08/28/2017, BP: 170/90, Heart Rate: 86/min, O2 Sat: 97.8%), Social History (No recorded smoking status), Lab Results (No recorded Lab Results), Allergies (No Known Allergies), Care Plan (No recorded Care Plan), and Procedures and Medical History (08/02/2017: History of colonoscopy (fiberoptic) was performed 6/11/2013; 08/02/2017: History of fundoscopic exam through dilated pupils was). The footer includes copyright information for Greenway Health, LLC and the Greenway Health logo.

Click New:



To request labs, a prescription refill or if you wish to contact your physician/care team choose “Ask a medical question”:



Fill out the necessary information and click “Send”:

Oak Street Medical/Oregon Allergy Associates (541) 431-0000
For emergencies, please call 911

Welcome, Colin! ▾

My Health My Messages My Appointments My Profile Pay My Bill

Inbox ▾ + New

Administrative Office (2) 11:15 AM
RE: Allergy symptoms
Colin, Recommend discontinuing Veramyst and sw...

Administrative Office Yesterday
RE: Appointment Request
Colin, Have you scheduled for recheck appointm...

IMPORTANT: In case of emergency, call 911 or go to the nearest emergency room. Messaging should be limited to non-emergency communications and requests.

To: Racine, Michael ▾

From: Colin Sick

Please give us a little more information below before sending

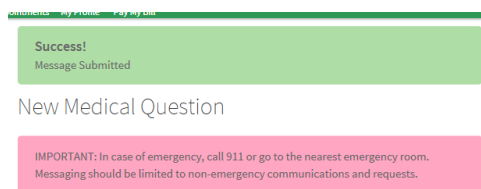
What is the symptom/condition?
Diabetic labs [Change question type](#)

Anything else you would like us to know?
When am I due for my next diabetic labs?

Attach File Send Cancel

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You will see that the message has been sent successfully.



An email will be sent to you once a response has been sent. Log back into portal and click “My Messages”. You can respond by clicking reply if more information is needed.

