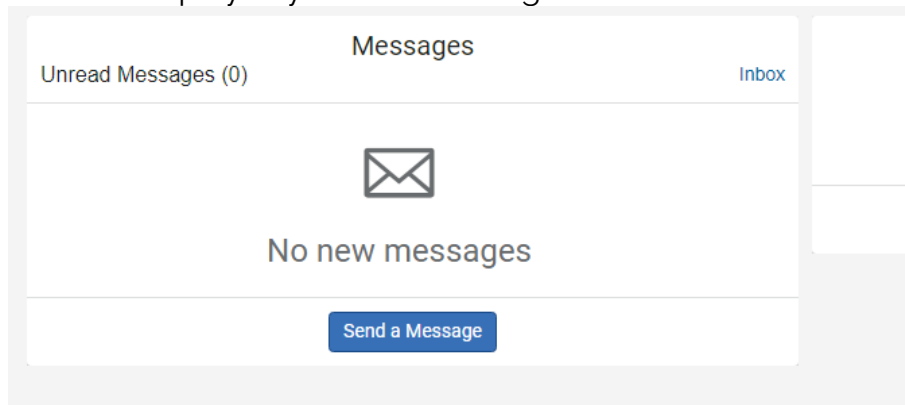


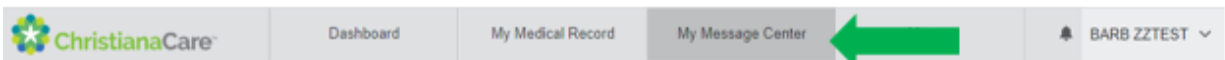
How Patients Send Secured Messages via Patient Portal:

Description: This document was created to be used to assist patients with sending a message from the Patient Portal to their provider or clinic.

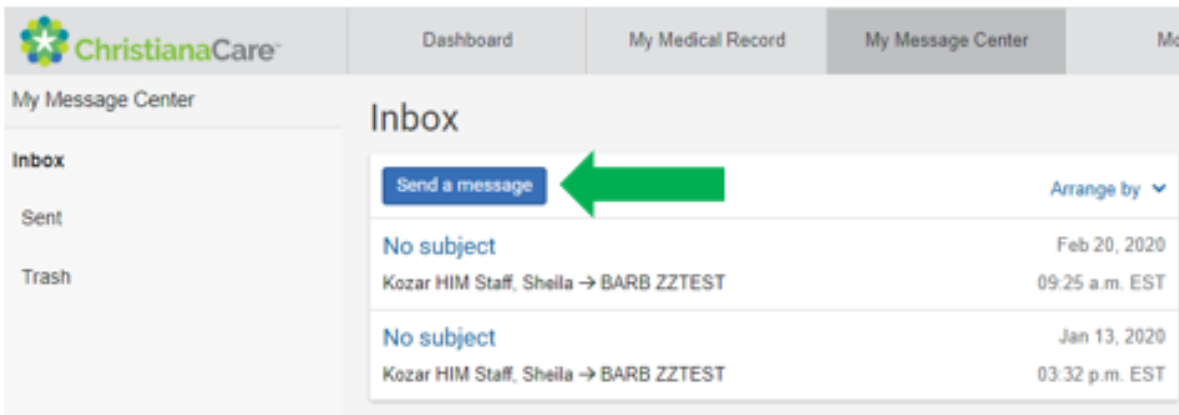
- Log-in to the Patient Portal
- There are 2 ways to send a message:
 1. From the Dashboard view upon logging into the Patient Portal. This will also display any unread messages.



2. Select My Message Center and Inbox links in the left column.



- The Inbox shows the subject link either in Bold (unread message) or standard (read message), the date and time it was sent and who sent the message. The arrow shows the direction of the message.
- To send a new message click on Send a message (see next page).



My Message Center

Dashboard My Medical Record My Message Center More

My Message Center

Inbox

[Send a message](#) Arrange by ▾

No subject Feb 20, 2020
Kozar HIM Staff, Sheila → BARB ZZTEST 09:25 a.m. EST

No subject Jan 13, 2020
Kozar HIM Staff, Sheila → BARB ZZTEST 03:32 p.m. EST

- Type in at least 2 characters of your physician's name. The system will start to search, and your physician's name should appear. If you cannot find your provider, call the practice.
- You can also submit any attachments that are relevant to your health care including documents and images (see next page).

← New Message

* Indicates a required field.

Patient Name
MELISSA ZZTEST

* **To**

Select a recipient

* **Subject**

Attachments Maximum file size is 10MB

[Add another attachment](#)

* **Message**

- Complete all necessary sections and then select "Send".