How to Complete a Patient Portal Clipboard

A Patient Portal Clipboard is a form that can be completed and submitted electronically.

1. You will receive an email from ChristianaCare as shown below:

   From: ChristianaCare <example@christianacare.com>
   Date: October 28, 2020 at 9:41:51 AM EDT
   To: 
   Subject: ChristianaCare Message Alert for 

   Dear [Name],

   There is a new message waiting for you at ChristianaCare. To view your message, please log into ChristianaCare at https://christianacare.consumerportal.healthintent.com/pages/messaging/inbox.

   If you have trouble logging in or accessing this link, please contact our technical support team, available 24 hours a day, 7 days a week, at 1 (877) 621-8014.

   Sincerely,
   ChristianaCare Support

   Please do not reply to this message, which was sent from an unmonitored e-mail address. E-mails sent to this address cannot be answered.

2. Click on the link from the email to log-in to the Patient Portal. There you will find a message showing that you have a form to complete, in this case, the Adult Proxy Authorization form, as well as a “Clipboard” in orange text near the top of the page. Click on the orange text to open the Clipboard to be completed:
3. On the Clipboard page that opens, select “Take Now” to fill out the Clipboard:

4. Read the text on the Overview page for the form you are going to fill out and click Begin:

5. Complete each field of the Clipboard form:
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6. At the end of the form, review the detailed information and enter your full name in the space provided then, click on “Next”:

7. On the next screen, you can go back and Edit the form or click on Submit Answers if you are ready to submit the form:

8. You will see a confirmation page once your submission is sent:
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9. Once your Clipboard is submitted, the ChristianaCare staff who sent the Clipboard to you will receive an automatic alert that you have returned the Clipboard.

Thank you for the LOVE of HEALTH!