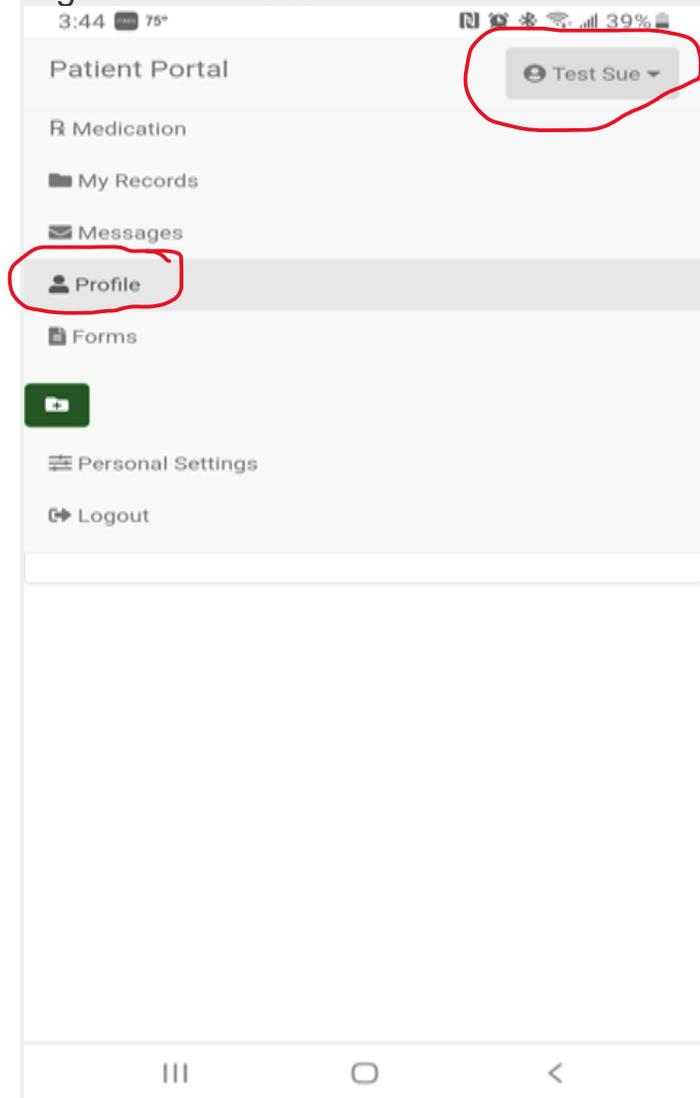


PATIENT PORTAL REGISTRATION INSTRUCTIONS

How to complete the New Patient Registration Paperwork:

- Click on **your name** at the top of the page then click “**Profile**” to complete the registration forms.

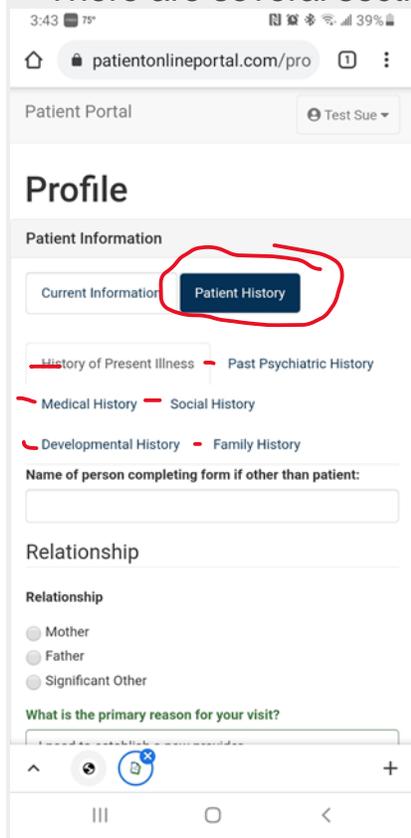


- Complete the information under the “**Current Information**” section

The image shows a mobile browser view of a patient portal. The page is titled "Patient Portal" and "Profile". On the left, under "Patient Information", there are two tabs: "Current Information" (highlighted with a red circle) and "Patient History". The "Current Information" tab contains several form fields: Name (Test Sue), Address, Address 2, City, State (a dropdown menu), and ZipCode. On the right, there are sections for "Spouse", "Phone", "Email", "Pharmacy", and "Family Contacts". The "Spouse" section has a "Name" field with "Spouse Test" entered. The "Phone" section has a field with "(555) 555-5555" entered. The "Email" section has an empty field. The "Pharmacy" section has fields for "Name", "Phone", and "Fax". The "Family Contacts" section has a "Family Contacts" button (highlighted with a red circle) and a "Medical Contacts" button (highlighted with a red circle). At the bottom, there are "Save" and "Cancel" buttons (the "Save" button is highlighted with a red circle). The browser address bar shows "patientonlineportal.com/pro".

- Save and submit the forms
- Click the "**Patient History**" tab

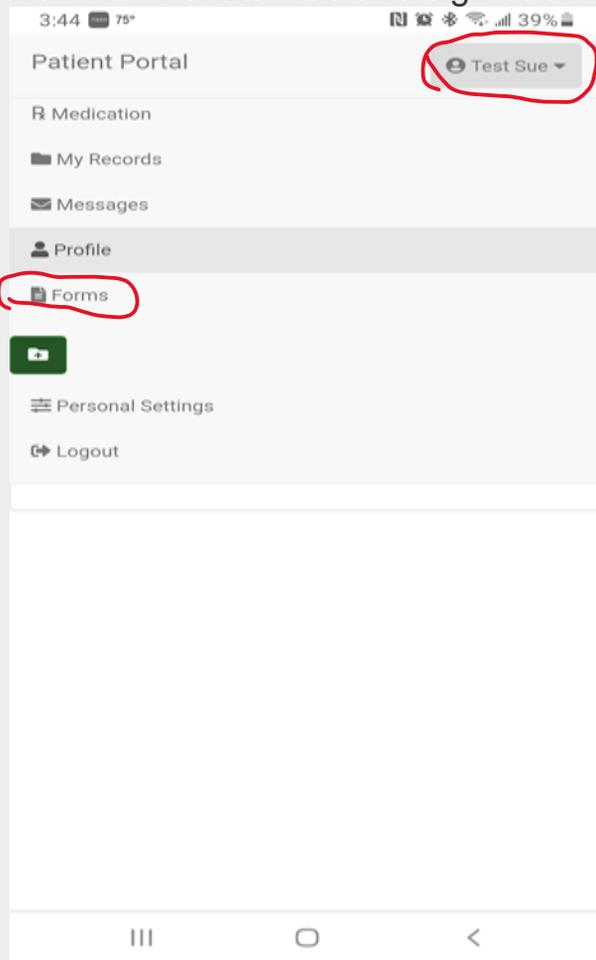
- There are several sections that must be completed under this section.



- When you have completed the information, click the Submit button.

The screenshot shows a mobile application interface for a Patient Portal. At the top, the status bar displays the time as 3:44, a temperature of 79°, and a battery level of 39%. The app header includes 'Patient Portal' and a user profile for 'Test Sue'. The main content area is titled 'Patient History' and contains several sub-sections: 'History of Present Illness', 'Past Psychiatric History', 'Medical History', 'Social History', 'Developmental History', and 'Family History'. The 'Family History' section is active and prompts the user to 'Please list any family members you have'. It features a 'Family Member' dropdown menu currently set to 'Mother'. Below this, there are two text input fields: one for 'Please list any conditions this family member has been treated for' containing 'Anxiety', and another for 'Please list any of conditions this family member has been diagnosed with' containing 'High Blood Pressure'. At the bottom of the form, there are three buttons: '+ New', 'Save for later', and 'Submit'. The 'Submit' button is highlighted with a red circle. The bottom of the screen shows a standard mobile navigation bar with three icons.

- Next click the “Forms” tab and sign each form.



Select each form complete it and sign.

3:44 75°

Patient Portal

Forms

- Notice of Privacy Practices
- Records Release Authorization
- The Patient Health Questionnaire (PHQ-9)
- REQUIRED for NEW and OLD Patients: Acknowledgement of Patient Responsibilities
- REQUIRED for NEW and OLD Patients: Policies and Procedures/Consent for Treatment
- REQUIRED: General Medication Consent
- Uploads/Downloads

This form was already submitted on Monday, March 4, 2019

NOTICE OF PRIVACY PRACTICES

Effective April 29, 2015

This Notice describes how medical information

3:45 75°

Sign below



By selecting the "Authorized Signature" button, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form as if actually signed by you in writing. You also acknowledge no certification authority or other third party verification is necessary to validate this e-signature.

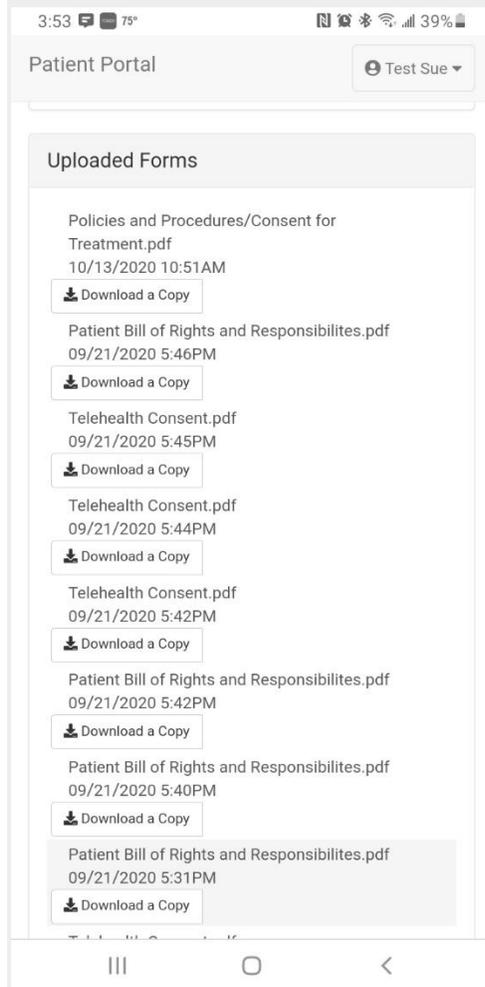
Clear signature Cancel **Authorize Signature**

Patient Representative's Name

Patient Representative's Relationship

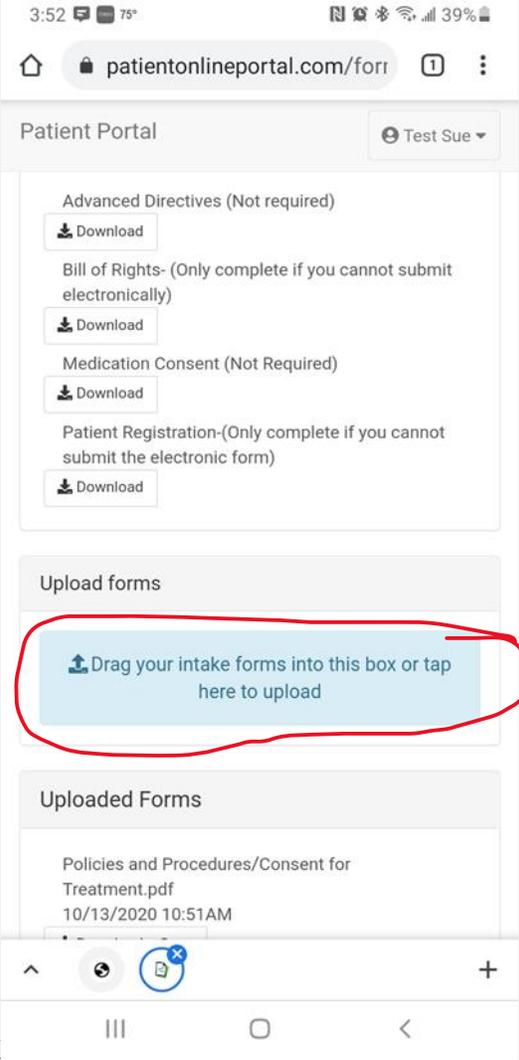
Save for later Complete

After signing each form with your finger or mouse, they will be listed under Uploaded Forms.



Next scroll, to the blue box labeled Uploads.

- Click Uploads/Downloads to upload the front and back copies of your insurance card and ID.



The screenshot shows a mobile browser interface for a patient portal. At the top, the address bar displays 'patientonlineportal.com/forr'. Below the address bar, the page title is 'Patient Portal' with a user name 'Test Sue' and a dropdown arrow. The main content area is divided into sections. The first section, 'Advanced Directives (Not required)', contains a 'Download' button. The second section, 'Bill of Rights- (Only complete if you cannot submit electronically)', also contains a 'Download' button. The third section, 'Medication Consent (Not Required)', contains a 'Download' button. The fourth section, 'Patient Registration-(Only complete if you cannot submit the electronic form)', contains a 'Download' button. Below these sections is an 'Upload forms' section. A blue box with a red border contains the text 'Drag your intake forms into this box or tap here to upload'. Below this is an 'Uploaded Forms' section, which lists a file: 'Policies and Procedures/Consent for Treatment.pdf' with a timestamp of '10/13/2020 10:51AM'. The bottom of the screen shows a mobile navigation bar with a home icon, a back icon, a forward icon, and a plus icon.

- Under Upload forms, click the blue box
- Select the file from your computer or phone of the front and back of your License. Parents must upload their ID for each minor child.
- Click save and await confirmation that your form or ID has uploaded and repeat the same steps to upload your insurance card both front and back.