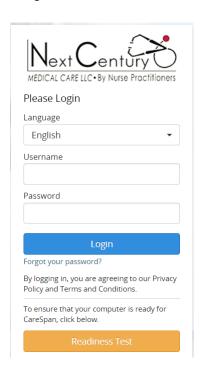


Directions for logging in to the Next Century Medical Care
CareSpan Virtual Clinic for a <u>tele-visit</u> using your home personal
computer or mobile device.

- 1. Go to NCMC.CareSpan.clinic to log into your patient portal.
- 2. **BEFORE LOGGING INTO THE PATIENT PORTAL, PLEASE PERFORM THE READINESS TEST.** Use the orange button to check readiness of your device. This check will take you through several tests to see if your camera and microphone are turned on, and your computer has internet access capable of running the tele-visit.



3. After successfully testing your device, you are ready to log in using the *username* and *password* sent to your email from CareSpan. If you did not receive an email from the CareSpan platform, check your promotions tab, junk folder, or search for "CareSpan." If you have difficulties with this step, contact your healthcare provider's office.

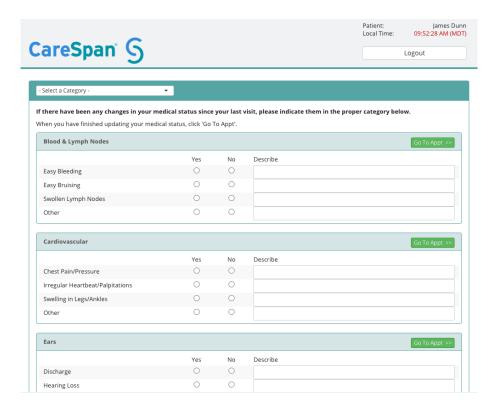
4. You should arrive at your main page. If you have a scheduled appointment, it will look like this:





[Account Info] [Logout]

5. To begin your tele-visit, click on the green "Go To Appt" button. You will be taken to a medical conditions screen that you can use to click and fill in those symptoms you are experiencing. Fill in only those conditions that apply to you. When you are finished or if you have no symptoms to add, simply click the green "Go To Appt" button to be taken to the virtual examination room.



6. The next screen is where your tele-visit will occur. If you have any devices at home such as a blood pressure cuff or thermometer, please click the appropriate boxes to enter your measurements so your healthcare provider can see them. Wait on this screen until your healthcare provider receives an alert to join you and enters the virtual examination room.



If you have any questions through the steps, call your healthcare provider's office and they will walk you through the process.