

Instructions for using the Dermcomw Patient Portal (2 pages)

First make sure you have a security code for each patient for whom you wish to set up a Patient Portal. This is obtained from our office via e-mail, telephone or both.

Go to the home page of our web site www.dermcomw.com and click on Patient Portal- Set Log-in - this will direct you to a page asking for a last name (of patient) and a security code- start here to set up a new log-in. The security code should have been given to you and/or been sent to the e-mail address you gave us at the time of making your new patient or established patient appointment. If you are returning to a previously set up portal just click on Patient Portal- Revisit Log-in and it will take you to a log-in page where you can enter the user name and password for the patient who's information you need to access.

SET UP

After obtaining a security code from us over the phone and/or by e-mail go to our web site home page to begin the process. This code will allow you to set up a log-in to enter the portal. This is on a per patient basis- each patient will need a unique security code to set up a unique log-in to their portal. We can send multiple security codes to the same e-mail address but each will be on a separate e-mail and the unique security code will be linked to a particular patients portal/chart. When you enter the security code and set up the log-in to the portal with a unique user name and password combination you will then be able to log onto the data area. **Please make a note of the patient name, user name and password for each log-in you create and keep in your files at home-** you may need to update demographic or insurance information in the future. The left most tab towards the top of the screen is "Summary"- you can click on this to confirm the patient identity for the portal you are in.

DEMOGRAPHICS- Fill in the information for the patient. Middle initial optional but would be helpful. No punctuation in names (use ONeal not O'Neal) Under Employment Info put the patients info: none if none, student if student, etc.

Emergency contact information is required.

INSURANCE- This is the area to put the information for the person who carries the insurance for the patient (i.e. the Primary Insured, through whom the insurance is obtained at work, school, etc.). This may be the patient or a spouse or parent. Type in name as it appears on the insurance card. There are 2 main numbers on the insurance card that need to be filled in- Policy number and Group number.

Policy number may also be referred to alternatively as one of the following: *ID#, Subscriber #* or *Covered Individual #*.

Group number may be referred to as *Account number*.

*****A card matching this information must be presented at Check-In for each visit.**

FORMS- Medical history At any point you can save (don't Finalize) FORM and log out to come back later to finish. DO NOT finalize until you are all through and have affirmed the Verification box at the end. Finalizing without completing would force you to redo the entire medical history form.

Current Medications- type in the name of medication (from label on bottle, tube or package) in first column box, then enter dose with frequency in next box to right for each. This is for all prescription medications currently using- including samples. This is for all meds- oral, injectable and topical, dermatologic and nondermatologic. Ongoing regularly taken medications should go at the top of the list, with daily ones listed first.

Nonprescriptions - This is for oral and topicals that are available over the counter (OTC) such as aspirin, Vit. E, fish oil, Aloe, caladryl, etc.

Allergies- This is for medication allergies. Please answer yes or no on any specific allergies we have listed. Others can be added in last box- can enter multiple names separated by a comma.

Patient Family History- Put what you know. We will revisit specifics if felt to be clinically relevant.

Tobacco and Social History- self explanatory.

Past Surgeries / Hospitalizations- Put what you recall. Recent history is often more relevant.

Medical History Verification- Once you are done as completely as possible you should verify then Finalize (choice at bottom of FORM).