



## PATIENT PORTAL AUTHORIZATION FORM

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Patient Name: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

(Please supply the personal email address of the person who will be using the Patient Portal)

### PURPOSE OF THIS FORM

The Patient Portal offers patients of Peine Osteopathic Medicine a secure way to view parts of their records and communicate with our staff. Secure messaging is a valuable communication tool for our practice, but it has certain limitations and guidelines. Please read this form thoroughly before signing.

### HOW THE PATIENT PORTAL WORKS

A secure web portal is a kind of webpage that uses encryption to keep unauthorized persons from reading communications, information or attachments. Secure messages and information can only be read by someone who knows the right password to log into the portal site. Once you are logged into the portal you will have access to only your records or those for whom you are legally responsible.

**VIA THE PATIENT PORTAL, YOU WILL BE ABLE TO:** Use the message form function to communicate with our staff // Communicate about billing questions // View health summary information in your electronic chart and send staff requests to update information // View demographic/insurance information and send staff requests to update information

### HOW TO PARTICIPATE IN THE PATIENT PORTAL

Once this form is agreed to and signed, you will receive a username and password via your personal email account. There is a link to the Patient Portal on our website: [www.peineosteopathic.com](http://www.peineosteopathic.com). You will be able to log-in using the username and password provided.

### THE PATIENT PORTAL AND LDI

Within three business days of your LDI request, you will receive a Patient Portal message that your LDI is ready. You then have one week to pick up your LDI. If it is not picked up within that timeframe, your credit card on file will be charged.

### PROTECTING YOUR PRIVATE HEALTH INFORMATION AND RISKS

This method of communicating and viewing prevents unauthorized parties from being able to access or read messages while they are in transmission. However, keeping messages secure depends on two important factors: we need you to make sure we have your correct email address and you **MUST** inform us if it ever changes. We strongly suggest that you use a personal email account rather than a work email address as this information might be available to your employer. You need to keep unauthorized persons from learning your password. If you think someone has learned your password, you should promptly change it via the Patient Portal.

### CONDITIONS OF PARTICIPATING IN THE PATIENT PORTAL

We understand the importance of privacy with regard to your health care and will continue to protect the privacy of your medical information. Our use and disclosure of medical information is described in our Notice of Privacy Practices. Access to this secure web portal is an optional service and we may suspend or terminate it at any time for any reason. If we do, we will notify you as promptly as possible. As a user of the Patient Portal and by signing this form you agree to:

1. Not transmit any electronic information that violates the rights or privacy of any party.
2. Use the web portal in any way that would violate local, state, or federal laws.
3. Not transmit materials that are obscene, defamatory, abusive, slanderous, or otherwise likely to result in harm to others.
4. Intentionally distribute viruses code or take any other action that could compromise the security of our computer system.

Type Patient/Guardian Signature Here: \_\_\_\_\_ Date: \_\_\_\_\_

I attest that my typed name serves as my signature.