A Patient's Guide to Using MyCareCorner (MyCareCorner.net)

Welcome to MyCareCorner, your personal portal to your health record. We created this simple, yet comprehensive guide to help you navigate through your new portal. While you may see some differences compared to what you are used to, your new portal offers an enhanced experience and ability to effectively manage your health with your provider.

Getting Started

Your healthcare provider (hospital or clinic) will provide you with an **email (if you provided an email address) or a printed copy of instructions** for accessing the MyCareCorner website and your patient portal.

<u>Using the Email</u>

1. From the email, click the link in the email. The MyCareCorner page is launched.

2. Click **Continue**. The Invitation Code screen is displayed. When launching directly from the email, your customized invitation code is automatically displayed in the boxes.

3. Click **Submit**. The Create Your MyCareCorner Account page is displayed.

4. If you already have an account created, enter your **Email** and **Password** and click **Sign In.** You may skip to step 10. Otherwise, click **Create Account** and proceed with Step 5.

5. Enter your information in the fields provided: First Name, Last Name, Relationship, Sex, and Date of Birth.

6. In the Create Account fields, enter an email address and password using the fields provided: Email, Password, and Confirm Password.

7. Enter the characters you see in the field provided.

8. Check the **I agree to the Terms and Conditions** box.

9. Click **Create Account**. A verification question may be displayed. If so, answer the question and click Submit. The Information Transfer page is displayed.

10. In the **Select the record that MyPortal will be able to access** field, use the drop-down list to select the record (or person's name) whose information is being transferred to MyCareCorner (see note below). IMPORTANT: If you do not see the correct person's name, click the **Add record** button to add the person to the drop-down list so that it can be be selected. [To add a record, click **Add record**. In the **Create New**

Record screen, enter the First Name, Last Name, Relationship, Sex, and Date of Birth of the patient record you wish to add. Enter the characters and click **Create**. The new record is now an option in the drop-down list.]

It is important to note that multiple patients can be set up under one account (or email address/password combination) so that spouses and/or children can be accessed from a single account holder.

11. Click **Allow**. The Access Approved screen is displayed. Click **Home** to go to the MyCareCorner patient portal homepage. As the home page is displayed, a ***Your Data is Loading*** message is displayed. This make take a few minutes. Once the message disappears, refresh your browser to ensure the health record data is displayed. If an ***Error Occurred while getting your data. Please talk to customer service*** message is displayed, contact your healthcare provider/facility.

Using the Printed Instructions

1. From your internet browser, enter the URL from the printed invitation into the browser window. The Welcome page is displayed.

2. Click **Continue**. The Invitation Code screen is displayed.

3. Enter the invitation code from your printed instructions.

4. Click **Submit**. The Create Your MyCareCorner Account page is displayed.

5. If you already have an account created, enter your **Email** and **Password** and click **Sign In.** You may skip to step 10. Otherwise, click **Create Account** and proceed with Step 5.

6. Enter your information in the fields provided: First Name, Last Name, Relationship, Sex, and Date of Birth.

7. In the Create Account fields, enter an email address and password using the fields provided. Email, Password, and Confirm Password.

8. Enter the characters you see in the field provided.

9. Check the characters you see in the field provided.

10. Click **Create Account**. A verification question may be displayed. If so, answer the question and click **Submit**. The Information Transfer page is displayed.

11. In the **Select the record that MyPortal will be able to access** field, use the drop-down list to select the record (or person's name) whose information is being transferred to MyCareCorner (see note below). IMPORTANT: If you do not see the correct person's name, click the **Add record** button to add the person to the drop-down list so that it can be be selected. [To add a record, click **Add record**. In the **Create New Record** screen, enter the First Name, Last Name, Relationship, Sex, and Date of Birth of the patient record you wish to add. Enter the characters and click **Create**. The new record is now an option in the drop-down list.]

12. Click **Allow**. The Access Approved screen is displayed. Click **Home** to go to the MyCareCorner patient portal homepage. As the home page is displayed, a *Your Data is Loading* message is displayed. This make take a few minutes. Once the message disappears, refresh your browser to ensure the health record data is displayed. If an *Error Occurred while getting your data. Please talk to customer service* message is displayed, contact your healthcare provider/facility.

Accessing Areas of Your Health Record

Click:	To:	Click:	To:
Allergies	View, edit, delete, and add allergies in your personal health record.	**Encounters**	View basic information about the medical visits/encounters recorded in your Continuity of Care Document (CCD/CCDA) record, edit or delete previous visits, and add new visits.
Appointments	View your upcoming and past appointments and add new appointments.	**Height**	View and enter height values in a graph format.
Blood Glucose	View and enter values for blood glucose and HgA1c levels.	**Immunizations**	Manage the immunization data in your person health record.
Blood Oxygen	View historical blood oxygen values in a graph format and add new entries	**Procedures**	View the procedures included in your personal health record, edit or delete previous procedures, and add new procedures that have been performed.
Concern	View and manage a list of health concerns, including start and end dates.	**Reminders**	Keep a list of reminders for appointments or other tasks.
Conditions	View a list of medical problems in your record and add, delete, or edit problems to mark inactive (i.e., indicate that you no longer have the condition).	**Vital Signs**	View and modify the blood pressure values and other vital signs recorded in your personal health record.
Documents	View, manage, and download documents to your record. You can also view your health data audit log.	**Weight**	View and enter weight values in a graph or list.
Lab Results	View lab results that have been uploaded to your personal health record.	**Medications**	View the medications listed in your personal health record, edit, or delete existing medication, and add new medication you are taking.
Messages	View and send messages to and from your providers.		