

# PATIENT PORTAL

## DEPENDENT ACCESS HOW TO

### **If you have a Patient Portal account:**

Complete the online registration for each of your dependents. Medical records will approve or deny the request based on the verification of guardianship.

### **If approved:**

1. You will receive another patient portal invite. Do NOT complete another login set up. Use your username/password to login.
2. When you login using your username/password, your dependent will now be viewable from your account.

### **If denied:**

1. Medical Records staff will contact you.

### **If you do NOT have a Patient Portal account:**

Complete the online registration for each of your dependents. Medical records will approve or deny the request based on the verification of guardianship.

### **If approved:**

1. You will receive a patient portal email.
2. Follow the steps for set up.
3. Your dependent(s) will be viewable from your new account.

### **If denied:**

1. Medical Records staff will contact you.