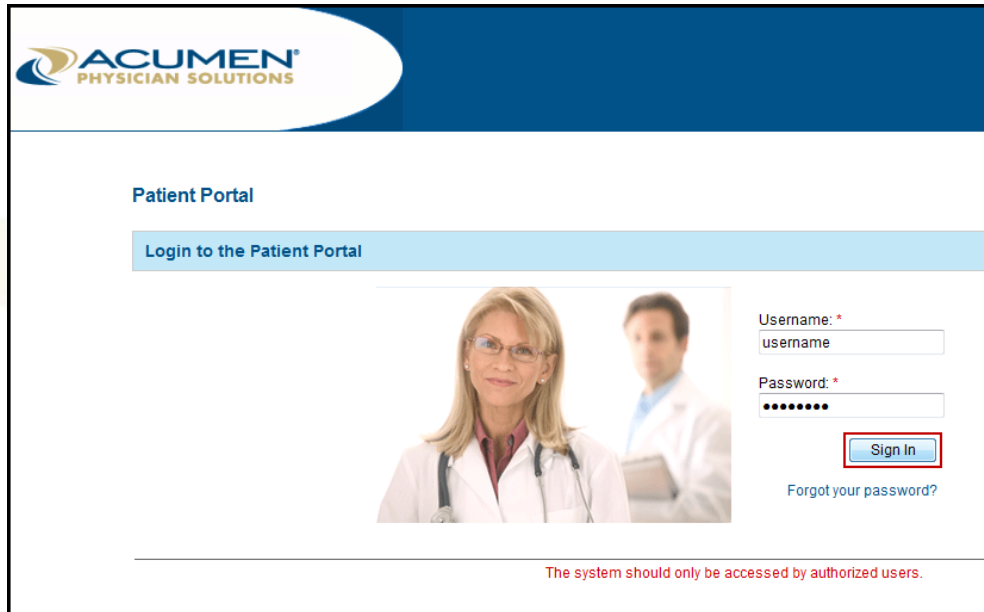


## Acumen nEHR<sup>®</sup> Patient Portal

The Acumen nEHR Patient Portal is an online application that allows patients and/or authorized representatives of the patient to access the patient's upcoming appointments and health information.

Acumen nEHR Patient Portal Web Address:

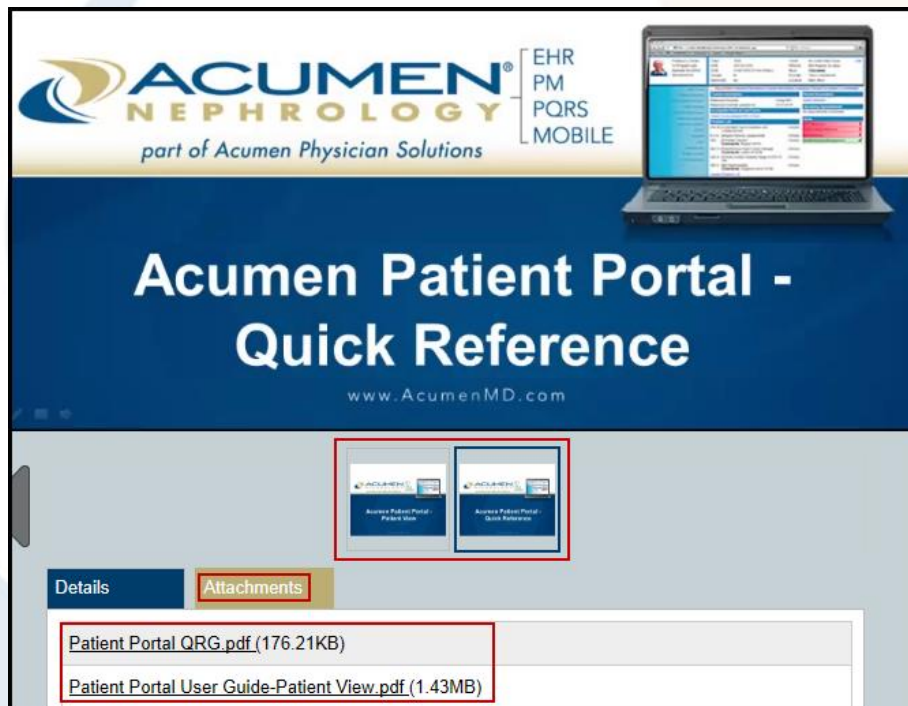
<https://myhealth.acumenehr.com>



The screenshot shows the Acumen Physician Solutions logo at the top left. Below it, the text "Patient Portal" is displayed. A light blue bar contains the text "Login to the Patient Portal". In the center, there is a photograph of two healthcare professionals. To the right of the photo, there are two input fields: "Username: \*" with the text "username" and "Password: \*" with a masked password "\*\*\*\*\*". Below these fields is a "Sign In" button, which is highlighted with a red box. Underneath the button is a link that says "Forgot your password?". At the bottom of the page, a red warning message reads: "The system should only be accessed by authorized users."

For more information, please view the **How-To Videos** and download the **User Guide** and **Quick Reference Guide** at the following web address: <http://www.screencast.com/t/TKzcx12ZL>.

Password: AcumenPatientPortal



The screenshot displays the Acumen Nephrology logo and the text "part of Acumen Physician Solutions". To the right, a list of services includes "EHR", "PM", "PQRS", and "MOBILE". A laptop icon shows a preview of the patient portal interface. The main heading is "Acumen Patient Portal - Quick Reference" with the website address "www.AcumenMD.com" below it. Two small thumbnail images of the user guide and QRG are shown, with red boxes around them. Below the thumbnails are two tabs: "Details" and "Attachments". The "Attachments" tab is active, showing a list of files: "Patient Portal QRG.pdf (176.21KB)" and "Patient Portal User Guide-Patient View.pdf (1.43MB)". Both file names are highlighted with red boxes.

Please contact the doctor's office for assistance with logging into the Patient Portal.

## Patient Portal Quick Reference Guide

### Logging In

1. Open an Internet browser and go to this address:  
<https://myhealth.acumenehr.com>.

2. Enter Username and Password.

3. Click **Sign In**.

Complete the following steps only if logging in for the first time:

4. Click **Continue**.
5. Type **Current Password**.
6. **Enter a New Password**.
7. **Confirm the New Password**.
8. Select a **Secret Question**.
9. Type the **Secret Answer**.
10. Click **Change Password**.
11. Click **OK** on the **Password Confirmation** pop-up window.
12. Click **Yes** to agree to the Terms of Use.
13. Click **Submit**.

### Navigating

#### Health Record Tab

- Click on the section headers of the Health Record tab to view **Vital Signs, Lab Results, Medications and Allergies, Care Plan, Problems, Immunizations, Diagnostic Images, Implantable Devices, Procedures, or Smoking Status**.

- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.
- Click the **Download Health Record** button to download available health records to a computer.
- Click the **Send Health Record** button to send a health record electronically to another doctor's office via a Secure Email address or via a Public email address with a password protected attachment.

#### Appointments Tab

- Click on the **Appointments** tab to view the Office Contact Information, Care Team, and Upcoming and Past Appointments.
- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.

#### Messages/Uploaded Images Tab (if available)

- Click on the **Messages/Uploaded Images** tab to send a secure message to the doctor's office and view and reply to secure messages from the doctor's office.

To send a secure message to the doctor's office:

1. Click the **Message Your Provider's Office** button or click the **Send New Message** link.

2. Select a **Topic**.
3. Check the **This message contains personal health information** box, if applicable.
4. Type a **Subject**.
5. Type the message.
6. Type or copy and paste a **Link / URL** to a website, if applicable.
7. Click **Send**.
- Click **Upload Image** to upload images via the Patient Portal to the doctor's office.

To upload images via the Patient Portal:

1. Click **Upload Image**.
2. **Select the Information Type** in the drop-down menu.
3. Click **Browse** and open the file.
4. Click **Upload Image**.

#### Profile Tab

- Click on the **Profile** tab to view Demographics (patient's personal information).
- Click the **Message Your Provider's Office** button (if available) to send a secure message to the doctor's office.
- Click the **Account Management** button to change the Patient Portal Password, Secret Question, and Secret Answer.
- Click the **Activity Log** button to view the past 30 days of activity in the Patient Portal.



Refer to the **Patient Portal User Guide - Patient View** for more information or contact the doctor's office for assistance with the Patient Portal.