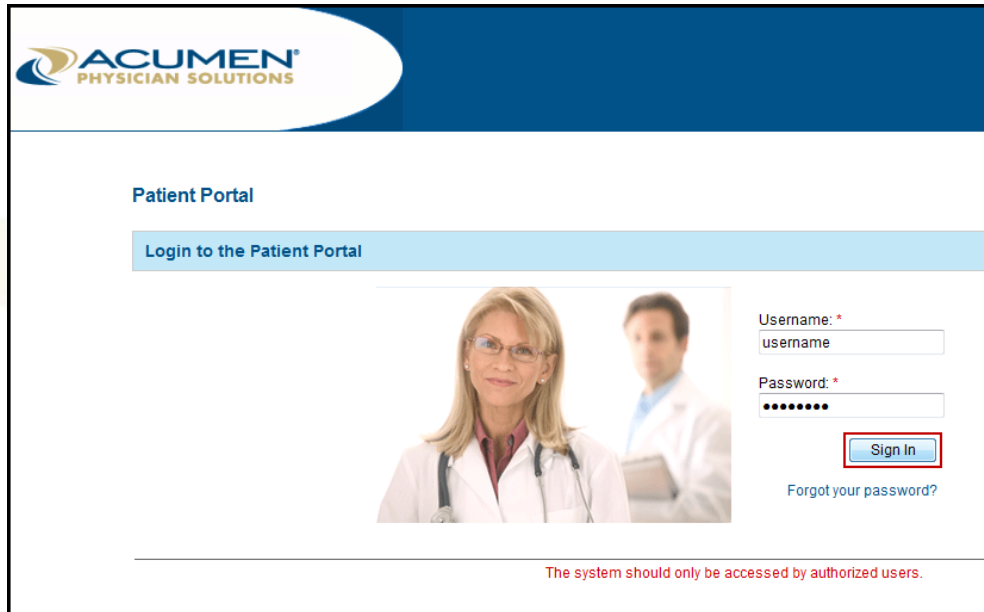# Acumen nEHR® Patient Portal

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.
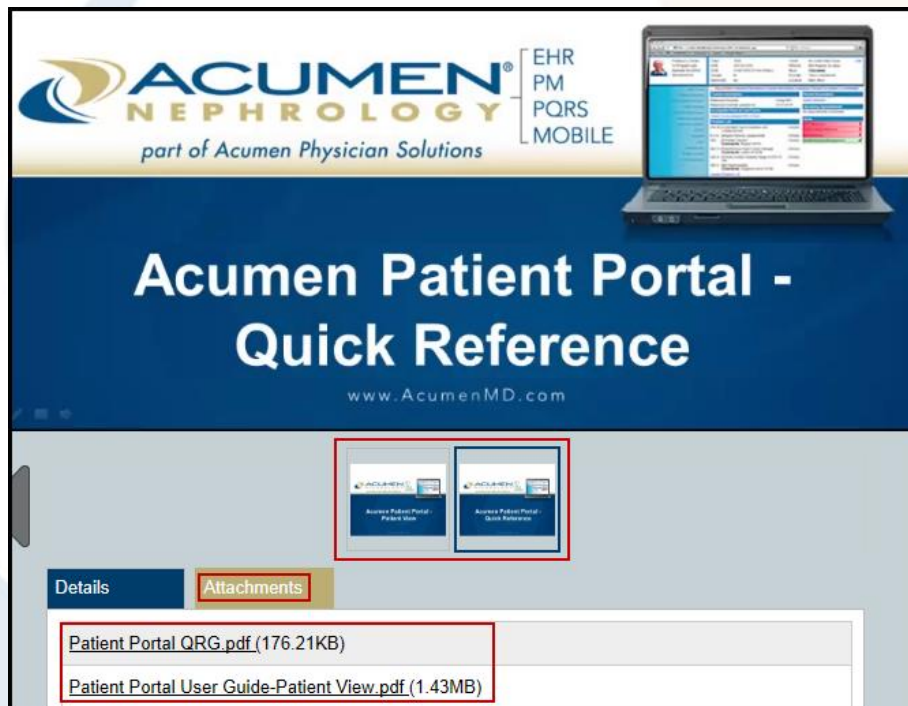
**Acumen nEHR Patient Portal Web Address:**

**https://myhealth.acumenehr.com**



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/TKzcax12ZL**.

Password:  AcumenPatientPortal



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

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# 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.