PROVIDER PORTAL

QUICK REFERENCE GUIDE

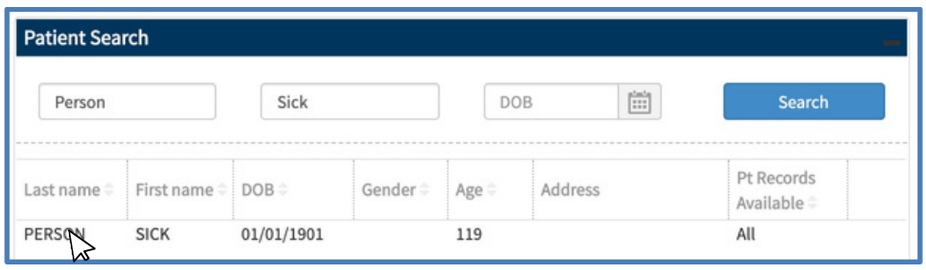
FIRST TIME LOG-IN

1. Go to provider.myhealthaccess.net
2. Enter your username
3. Enter your password
4. CLICK Login



SEARCH FOR YOUR PATIENTS

1. Enter the patient's last name and first name (minimum) and select **Search**. If available enter the patients DOB and Zip Code to improve search results
2. Records matching the query will display in a results screen
   a. Select the patient you wish to view
   b. A popup will appear asking you to justify the reason for accessing the patient record: Treatment or Healthcare Operations.



WIDGETS

Widgets are individual sections of the patient chart (e.g., Encounters, Medications, Procedures).
To view more details, select the double window icon in the top right corner of any widget. This opens it in a separate tab with additional information, filtering, and search options.



CUSTOMIZATION

To customize your chart view, go to your username in the upper right corner and select User Settings. Then expand the Patient Chart section.

Top section: Controls which widgets are visible and the order they appear.
→ Drag and drop widgets to reorder or move them to Available Widgets to hide them.

Middle section: Controls which widgets auto-expand by default.
→ Drag and drop your preferred widgets from Available Widgets to Visible Widgets.

Click Save to apply your changes.



HIPAA

Information in the MyHealth Access Network Provider Portal is protected health information. Please follow your companies HIPAA policies and procedures to ensure compliance.