

# PROVIDER PORTAL

## QUICK REFERENCE GUIDE

### FIRST TIME LOG-IN



1. Go to [provider.myhealthaccess.net](https://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. The popup will not appear for patients who have a previous treatment relationship with your organization, as determined through your organizations feed to MyHealth

### PATIENT DEMOGRAPHICS



Patient demographics are found along the header of the patient chart.

To view a history of the patient's demographics, which includes name, address, DOB, and phone number, click on the patient's name.

### WIDGETS



Widgets are the different sections within the patient chart. (ex. Encounters, medications, procedures, etc.)

The position of widgets are customizable to meet the needs of your workflow. Simply drag and drop the widget to change the widgets location. Widgets may also be enlarged providing additional information about the patient.

### HIPAA



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