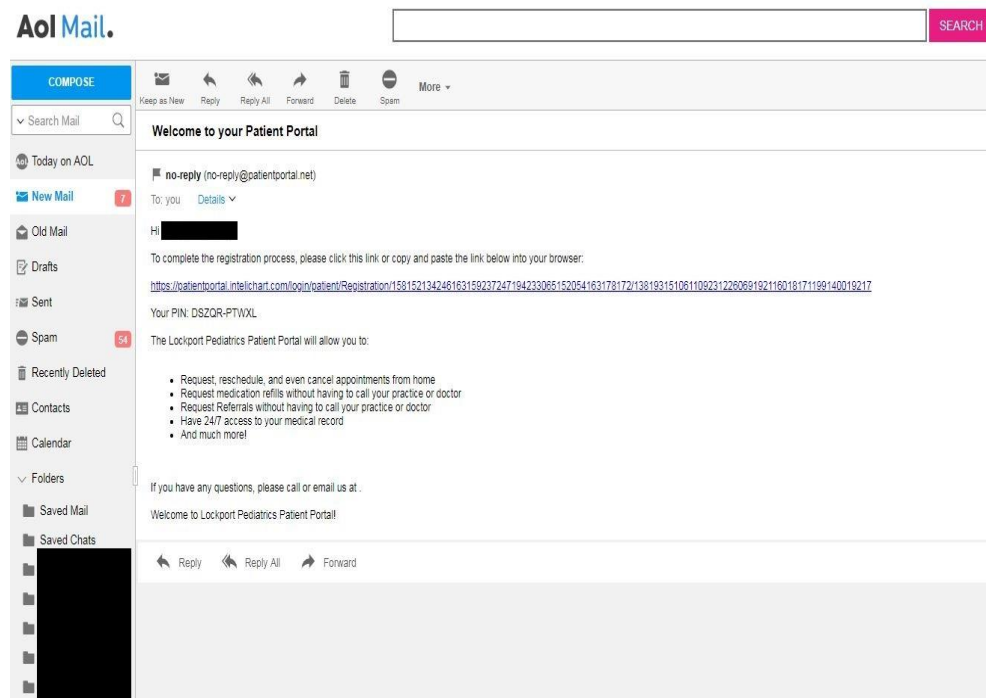


Lockport Pediatrics Patient Portal Registration Guide

Step 1



The first step is to find and open the welcome email. The above example is what the email looks like. It will contain a link to register you or your child for the portal and will provide a unique PIN that you will need to complete the registration process. If you have not received the email, please contact our office and we will be able to reissue you a new one.

Step 2

A screenshot of the IntelliChart Patient Portal registration form. The form is titled 'Almost finished...' and includes fields for Email, Password, and Personal Information. The Personal Information section includes Date of Birth (Month, Day, Year), Name (First, Last), Gender (Male, Female), Phone, Security Question, and Security Answer. There is a checkbox for 'I have read and agree to the Terms & Conditions.' and buttons for 'Cancel' and 'Continue'. The footer shows '© 2010-2018 IntelliChart. All Rights Reserved.' and 'powered by IntelliChart'.

After following the link in the email you will put in ***your*** information, do not enter your child's information yet. This allows the parent to have electronic access to their child's information until the 18th birthday where access will they be restricted. Proceed by clicking "continue" at the bottom of the web page.

Step 3

The screenshot shows the 'Add Child Information' form in the Intelichart patient portal. At the top, there is a header with the Intelichart logo and 'patient portal' text. To the right of the header are 'Login' and 'Create an Account' buttons. The form itself has a title 'Add Child Information' and a section for entering child details. This section includes fields for 'Child's Date of Birth' (Month, Day, Year dropdowns), 'Child's Name' (First and Last name text boxes), 'Gender' (Male and Female radio buttons), and 'PIN' (text box with a note 'PIN is case sensitive'). Below these fields is a blue link '+ Add Additional Child'. At the bottom of the form are three buttons: 'Back', 'Cancel', and 'Complete'. The footer of the page contains copyright information '© 2010-2018 Intelichart. All Rights Reserved.' and a 'powered by Intelichart' logo.

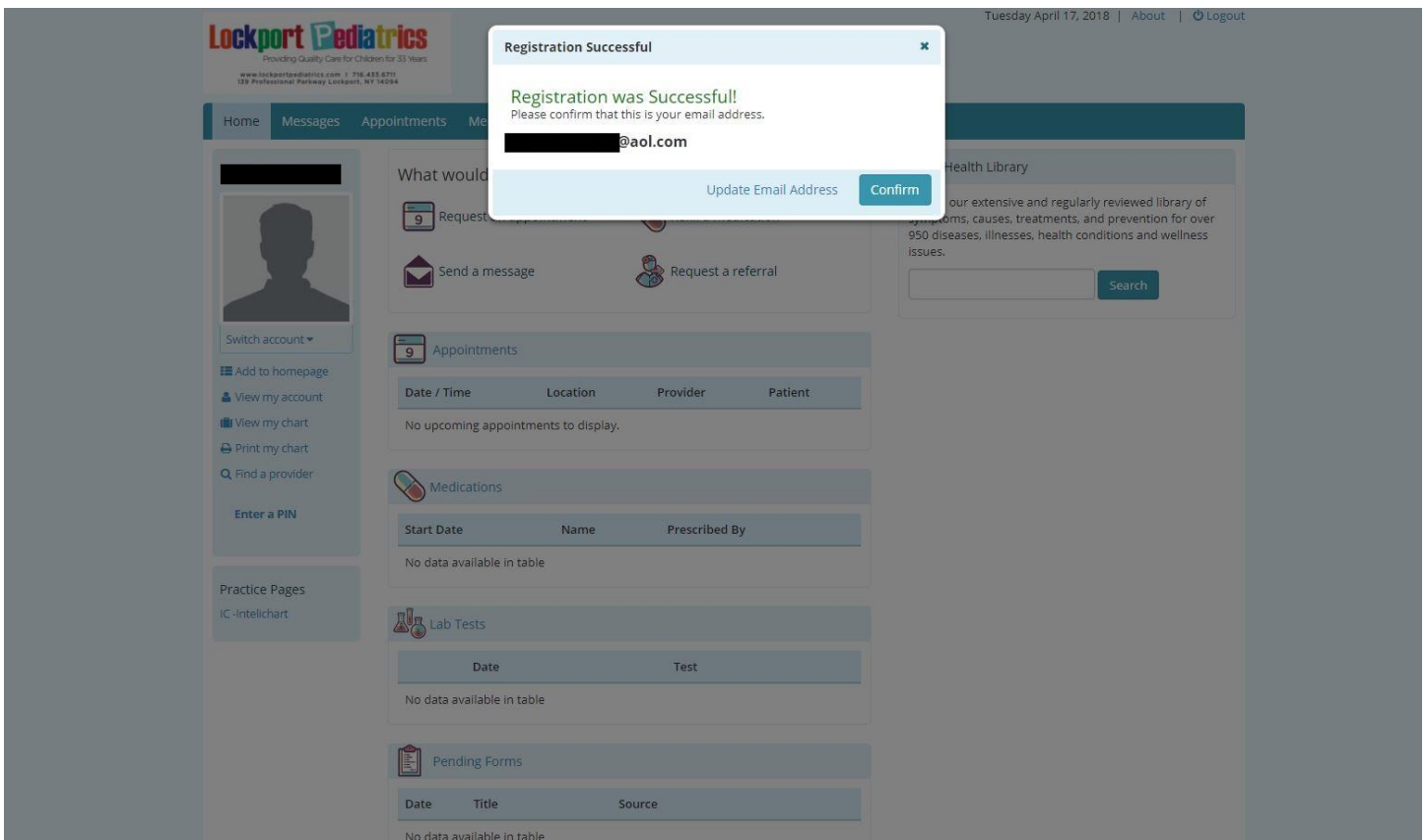
Now that you have added yourself, you can add your child's information; this is where you will enter the unique PIN that was provided in the welcome email. If you have no other children, you can click the complete button and proceed to step 5. If you have multiple children, you can click the blue plus next to "Add Additional Child" and proceed to Step 4.

Step 4

The screenshot shows the 'Add Child Information' form with a second child entry added below the first one. The first entry is partially filled out: 'Child's Date of Birth' has '08' in the month dropdown, and 'Child's Name' has a first name. The 'Gender' is set to 'Male' and a 'PIN' is entered. The second entry, which is highlighted with a light gray background, has 'Child's Date of Birth' dropdowns, 'Child's Name' with 'First' and 'Last' text boxes, 'Gender' radio buttons, and a 'PIN Optional' text box. A 'Delete' link is visible to the right of the second entry's date of birth dropdowns. Below the second entry is a blue link '+ Add Additional Child'. At the bottom are 'Back', 'Cancel', and 'Complete' buttons.

Fill in the information with and keep adding all of your children in the same manner. Once all your children have been added, click "complete" to proceed.

Step 5

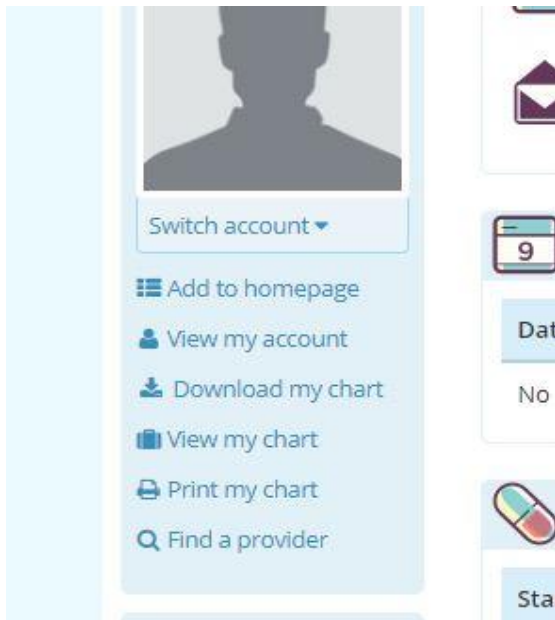


Congratulations. You have successfully completed registration. Please verify your email address and click “Update Email Address” if you need to make changes or “Confirm” to complete.

If at any point you need assistance please feel free to contact our office and we will assist you as much as we can. Read onto the next page for a couple helpful hints before you begin exploring the patient portal.

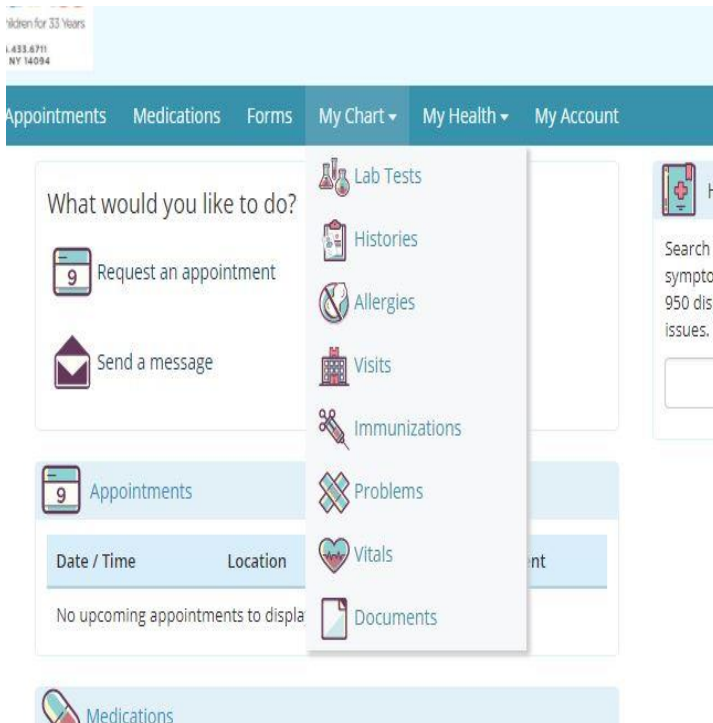
Navigating

Feel free to play around and explore the patient portal, navigation guides will be coming in the near future but for now a couple helpful hints are:



1) Switch Account:

This is an important feature because you are able to switch which patient's chart is being viewed in the event that you have multiple children. Once again, based on a patient's date of birth. A parent will lose access once the patient turns 18.



2). My chart tab:

By hovering over the my chart section you are able to view lab tests, histories, allergies, visits, immunizations, problems, past vitals and documents that can be made available.