

# How to invite a patient to join the FollowMyHealth Patient Portal

**Step One:** Give the patient the Registration Form and have him/her fill out the following:



## Patient Portal Registration Form

In the top section, have them check the first box

Portal Account Classification: (Copies of legal documents or photo ID required)	
<b>Independent Adult:</b> <input checked="" type="checkbox"/>	I am 18 years or older and request access to my medical record information
<b>Self-Assigned Adult Proxy:</b> <input type="checkbox"/>	I am 18 years or older and grant full access to my medical records to the proxy listed below
<b>Young Adult:</b> <input type="checkbox"/>	I am 13-17 years of age and request access to my medical record information
<b>Young Adult Proxy:</b> <input type="checkbox"/>	I am 13-17 years of age and give full access to my medical records to the proxy listed below
<b>Minor Proxy:</b> <input type="checkbox"/>	I am the custodial parent or Legal Guardian of a Minor patient ages 12 or younger
<b>Dependent Adult Proxy:</b> <input type="checkbox"/>	I am the Legal Guardian and/or Durable Healthcare Power of Attorney for another person
<b>Patient Information:</b> (please print)	
Patient Name: _____ <small>First Name Middle Name Last Name</small>	
Patient DOB: _____ Phone: (____) _____ <small>MM/DD/YYYY</small>	
Email address to receive patient portal messages: _____@_____	
<small>I hereby authorize Quillen ETSU Physicians to use/disclose my protected health information to the FollowMyHealth™ patient portal for online access to my healthcare information for myself or the individual listed below. I understand the FollowMyHealth™ patient portal contains sensitive data including, but not limited to, testing, evaluating, and diagnosing, and/or treatment of sexually transmitted diseases, HIV/AIDS, birth control, pregnancy or family planning, alcohol and/or drug dependency or addiction, behavioral or mental health and genetic screening tests. I understand my portal access can be discontinued at anytime by contacting <a href="mailto:portalhelp@qetsu.org">portalhelp@qetsu.org</a>.</small>	
Patient Signature: _____ Date: _____	
<b>Proxy Information:</b> (please print)	
<small>Individual who will be given access to PHI for a Young Adult, Minor, Adult, or Dependent</small>	
Proxy Name: _____ <small>First Name Middle Name Last Name</small>	
Proxy DOB: _____ Relationship to Patient: _____ <small>MM/DD/YYYY</small>	
Email address to receive PROXY portal messages: _____@_____	
Address: _____ <small>Street Address City, State Zip Code</small>	
Home Phone: (____) _____ Cell Phone: (____) _____	
<small>I certify my relationship as indicated herein and request Quillen ETSU Physicians to use/disclose protected health information to the FollowMyHealth™ patient portal for the patient identified above. I understand my proxy portal access can and will be terminated immediately upon discovery or proof of misrepresentation of my relationship to the patient.</small>	
Proxy Signature: _____ Date: _____	
<small>For Front Desk Use Only</small>	
Photo ID & Copies of Legal Documents Verified By: _____	Date: _____
<small>For Portal Management Use Only</small>	
Patient Portal Invite Sent By: _____	Date: _____

Make sure the patient fills out all of this information. Make sure to VERIFY the email address

## Step Two: Log-In



Click on the FMH Dashboard icon on your desktop

<https://etsuphysicians.followmyhealth.com/Login/App/Dashboard?authproviders=0#/Options>

A screenshot of a web browser displaying the Patient Portal login page. The browser's address bar shows the URL: <https://etsuphysicians.followmyhealth.com/Login/App/Dashboard?authproviders=0#/Index>. The page header includes the East Tennessee State University logo and the Quillen ETSU Physicians logo. The main heading is 'PATIENT PORTAL'. Below this is a photograph of a brick wall with the text 'JAMES H. QUILLEN College of Medicine EAST TENNESSEE STATE UNIVERSITY'. Two large blue buttons are centered on the page: 'Log In' and 'Create an Account'. At the bottom right, there are links for 'Help' and 'Español'. The footer contains copyright information: 'Powered by FollowMyHealth™ © 2013 Allscripts Healthcare, LLC. All rights reserved.' and links to 'New: Terms of Service (updated June 25, 2014)' and 'New: Privacy Policy (updated June 25, 2014)'.

## Step Three

Click "Registration."

Home

Registration

Registration

Invite Patient Patient Queue (0) Proxy Merge Patients

Select Search Type

Search Results

Portal Member Invite Patient First Name Last Name DOB Email SSN Phone Organization

First Name

Last Name

Social Security Number:

MRN:

Date of Birth: <MM/dd/yyyy> .15

Search

Advanced Search

0 Patient(s) Selected Send

2.2.3.0

## Step Four

1. Enter the Patient's Information using the First Name, Last Name, Social Security Number, MRN (Medical Record Number), or Date of Birth.
2. Click "Search."



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Home

Registration

### Registration

Invite Patient | Patient Queue (0) | Proxy | Merge Patients

**Select Search Type**

First Name:

Last Name:

Social Security Number:

MRN:

Date of Birth:  
<MM/dd/yyyy> | 15

[Advanced Search](#)

**Search Results**

Portal Member	Invite Patient	First Name	Last Name	DOB	Email	SSN	Phone	Organization
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0 Patient(s) Selected

1. Enter the information here

2. Click "Search"

## Step Five

1. Locate the patient in the top right box. *Click the radio button.*
2. Click **“Send.”**



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Home

Registration

### Registration

Invite Patient Patient Queue (0) Proxy Merge Patients

#### Select Search Type

First Name:  
  
Last Name:  
  
 Social Security Number:  
  
 MRN:  
  
 Date of Birth:  
   
  
[Advanced Search](#)

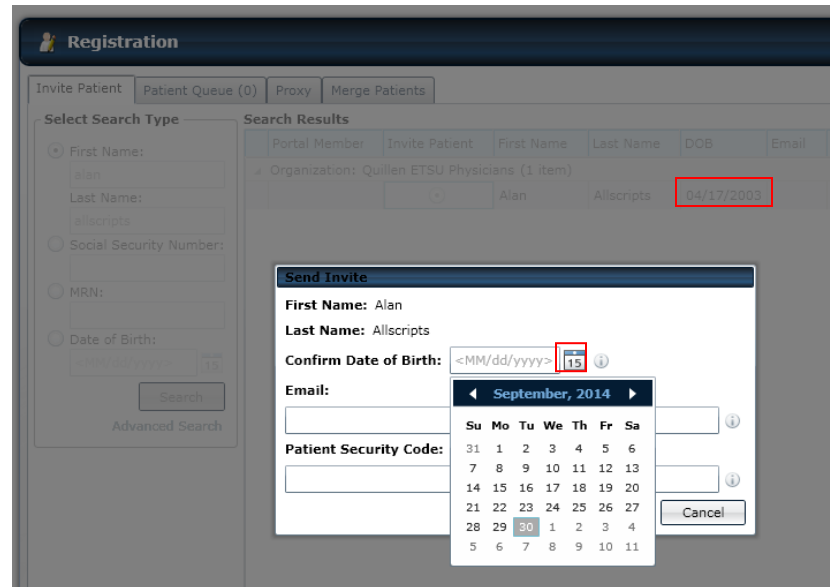
#### Search Results

Portal Member	Invite Patient	First Name	Last Name	DOB	Email	SSN	Phone	Organization
Organization: Quillen ETSU Physicians (1 item)								
	<input checked="" type="radio"/>	Alan	Allscripts	04/17/2003				Quillen ETSU Physicians

1 Patient(s) Selected

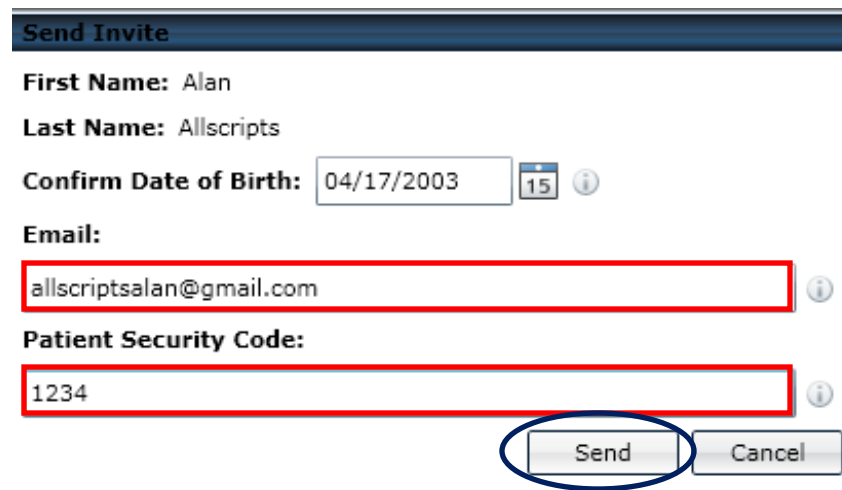
## Step Six

1. When the “Send Invite” box comes up, click the calendar icon and choose the patient’s date of birth. *Hint: You should be able to see the date of birth if you drag the Send Invite box down a bit.*
2. Click “Invite.”



The screenshot shows the 'Registration' interface with a search result for 'Alan Allscripts' with a date of birth of '04/17/2003'. A 'Send Invite' dialog box is open, showing the patient's name and a calendar for selecting the date of birth. The calendar is set to September 2014, and the date '15' is selected. The dialog box also includes fields for 'Email' and 'Patient Security Code'.

3. Fill in the email. The patient security code will automatically default into the field. Click Send.



The close-up shows the 'Send Invite' dialog box with the following fields filled in:

- First Name:** Alan
- Last Name:** Allscripts
- Confirm Date of Birth:** 04/17/2003
- Email:** allscriptsalan@gmail.com
- Patient Security Code:** 1234

The 'Send' button is circled in blue, indicating it should be clicked.

## Step Seven

1. Once the invitation is sent, make sure to remember to fill out the bottom of the Registration form with your initials and the date.

For Front Desk Use Only	
Photo ID & Copies of Legal Documents Verified By:	Date:
For Portal Management Use Only	
Patient Portal Invite Sent By:	Date:

2. Scan the Registration form into Allscripts – into the sFMH Portal Consent folder.