How to invite a Proxy to join the FollowMyHealth Patient Portal

Proxies are Parents or Legal Guardians of patients that have custody or power of attorney over a patient and can make and set appointments and view health information. Parents wanting their children to have a portal account and dependent adults who have caregivers who want portal accounts must be invited using these steps.

Step One: Give the patient and their proxy the Registration Form and have them fill out the following:

In the top section, have them check the option that applies for their particular proxy situation

The patient’s information goes here, and the patient should sign on this line

The proxy’s information goes here, and the proxy should sign on this line
Step Two: LOG-IN

Click on the FMH Dashboard icon on your desktop

https://etsuphysicians.followmyhealth.com/Login/App/Dashboard?authproviders=0#/Options
**Step Two**

Click "Registration."

Click here.
Step Three

1. Click the “Proxy” tab.
**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.”
Step Five
1. Locate the patient in the top right box. *If this patient already has proxies set up, they will appear in the lower box.*
2. Select “Add Patient to Invite.” The patient’s name will now appear in the Add Healthcare Proxy Box on the lower left side.

1. Locate the Patient Account and click the radio button to select it
2) Click “Add Patient To Invite”

This is where the patient name will be added
Step Six
1. Use the scrollbar to scroll down to the bottom of the left hand side.
2. Click “Invite Proxy.”
**Step Seven**

1. Enter the Parent or Legal Guardian’s First and Last Name and Email Address.
2. Verify the security code and inform the Proxy that they will use this code during registration.
3. Input the Parent or Guardian’s Phone Number, Street Address, City, State, and Zip Code.
4. Set the Relationship that the Parent/Guardian has to the patient.
5. Click “OK” to finish.

**Note:** Once you have added all the information into the fields above, you will need to hit the Tab key in order for the “OK” to become activated so that you can click on it. Just another quirky little Allscripts thing, I guess.
**Step Eight**

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

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