

Policy and Procedures for Arthritis Specialists, Ltd.

Patient Portal Use and Consent Form

The Patient Portal is a web-based system that serves as a secure, encrypted communication link between you and Arthritis Specialists, Ltd. When you log in to the Portal with your private user name and password, you can see information that is pulled from your electronic medical record and displayed on the web page. The Patient Portal is an optional service, and we reserve the right to suspend or terminate it at any time; we will alert you to any changes as promptly as possible.

This form is intended to give you the facts and risks surrounding the use of the web portal. By signing this document, you confirm that you have read, understand, and agree to comply with our procedures and guidelines for using the Patient Portal. You also agree not to hold Arthritis Specialists, Ltd or any of their staff liable for network infractions beyond their control.

The Patient Portal has a secure tunnel connection with our office that uses encryption to keep unauthorized persons from being able to access and read your health information or your communications with us. To help insure that the tunnel remains secure, we need to have your current (private) email address and be informed if it ever changes. Keep your Portal User ID and password secure so only you can gain access to patient information. If you think someone has learned your password, immediately go to the portal site and change it. We will protect your email address as we do your medical and other personal information.






TO REQUEST ACCESS TO THE PATIENT PORTAL:

1. Read and Sign the Consent at the end of this document.
2. Once we receive this consent, we can authorize you as a user and you will receive a welcome email with your login and a temporary password. We do NOT keep record of this information.
The email from the sender will show as “noreply@benchmarksystems.com” and the subject will read:
Arthritis Specialists Patient Portal Login Access
3. The welcome email attachment will contain a link to get to our website.

<http://www.arthspec.com>

✓ Current functionality of Patient Portal for viewing and printing purposes:

(You may print by right clicking in the document area and selecting print function)

-  View Lab results
-  View Progress notes
-  View your Health Record
-  View Radiology results
-  Other functions are in development to allow easier access

- ✓ Because your login is tied directly to your Electronic Health Records in our office, you do not need to enter information such as phone numbers, addresses. If they are new or different than what you have given us before, please notify our staff when you check in at your next visit of these changes/updates.

✓ **Privacy:**

✚ We will keep all email lists confidential and will not share this with other parties at any time.

✓ **Response Time:**

✚ After you agree to the “Policy and Procedures” and sign this informed consent, we will attempt to send a “welcome message” to you. This will provide instructions on how to log in (it is free for you to use), and a link in the attachment will take you to our website.

To Accept:

Confidential email address, **please print clearly:** _____

Patient Name: _____ Date of Birth: _____

(Each patient must have their own form)

Signature: _____ Date: _____

Please return this form by either mailing, faxing or uploading through the Patient Upload Document option