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## Patient Portal Walkthrough

Please be advised any patient/patient guardian that needs to complete paperwork prior to their initial appointment must make a Patient Portal account. We have a set of Admission Forms that must be complete before you can begin treatment.

1. The office staff will get the Patient Portal account set-up process started for you by getting the best email address for the patient/patient guardian. A link will be sent to that email address through the website we use called Azalea Health. Open Chrome / Firefox / Safari on your computer and login to the email address you provided us. Remember to check both your main inbox and spam/junk folder.
2. In the email there should be a dark blue button that states "Login Here." Click on that button to be redirected to myHealthspot (the Patient Portal).
3. You will be asked to input the patient's date of birth and then click "Submit," to finish setting up your account. You need to enter the patients full First and Last name whether they are a minor or not.
4. Once finished setting up the Patient Portal account, you'll be redirected to officially login to the Patient Portal. The site may ask for Additional Verification – follow the steps on your screen if it asks for this.
5. Once logged in you will now have access to your Patient Portal Account. From the Dashboard you can see any upcoming scheduled appointments and any incomplete Handouts (Financial Agreement, Consent to Treatment/Discharge Policy, Child Custody Form, Medical Release Form, History Form).
6. To complete any required Handouts:
  - Click the link that is highlighted in blue that reads "Complete Handouts."
  - Incomplete forms will be highlighted in light orange, click on the highlighted text to pull up the form.
  - At the top of the screen next to "Patient Handout Details," there is an Edit button which you will click.
  - Enter any corresponding information to complete the forms.
  - When done click the red "Save & Complete" button to save the form.
  - Continue with any other incomplete forms.
7. To logout of your account, in the top right corner you will see the patient's name in blue. There is a dropdown area to the left of the name that will give you the option to logout.
8. Remember to call the office at (810)630-1152 if you any questions or concerns regarding the paperwork or any information on your account.