A Patient's Guide: Self-Registration in MyCareCorner

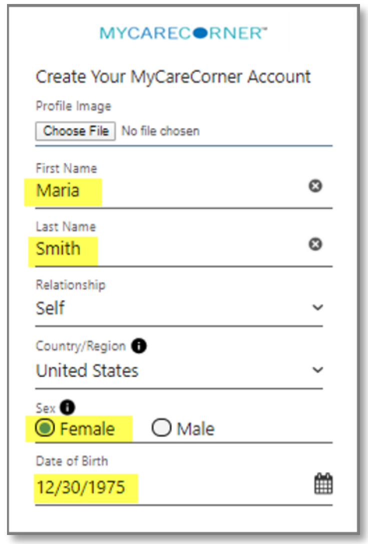
The MyCareCorner (MCC) patient portal provides patients with access to their electronic health record. You, as the patient, can self-register for the MyCareCorner patient portal by going to MyCareCorner.net and creating an account. Once you have an account, you will need an invitation code (as seen in Step 8 in the Self-Registration section) to access your health record and those of your family members. Contact your healthcare provider (hospital or clinic) to request a registration invitation for MyCareCorner.

Self-Registration (Create Account in MCC)

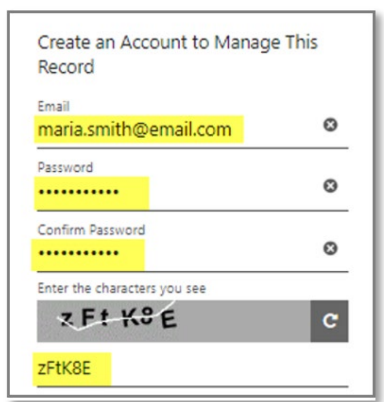
1. To self-register, enter MyCareCorner.net into your browser window.
2. The Welcome page is displayed. In the **New User** section, click **Sign Up**.

3. The Create Account screen is displayed.

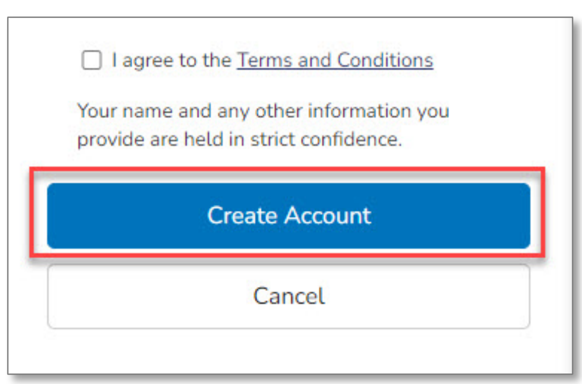
4. Enter your First Name, Last Name, Sex, and Date of Birth.



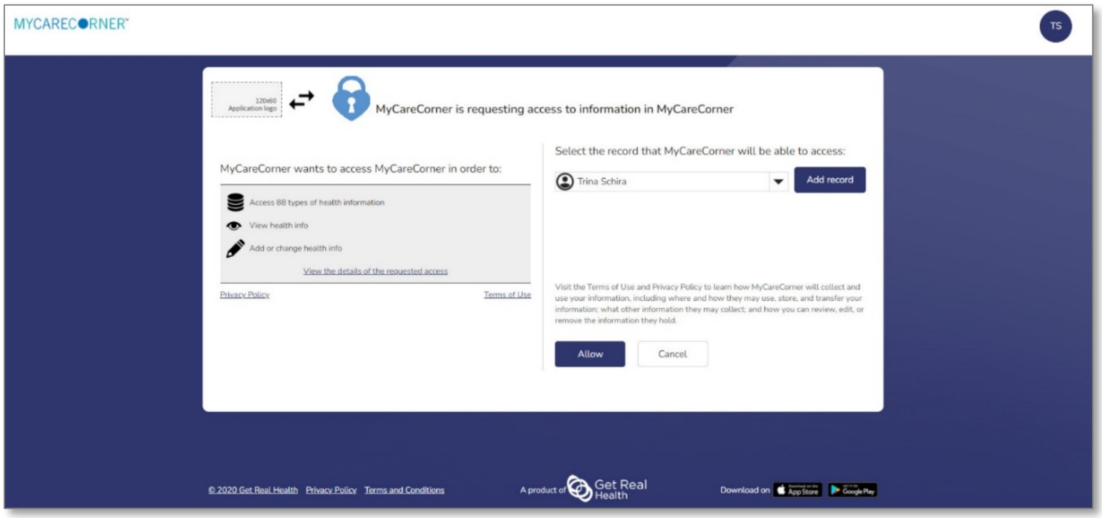
5. Scroll down and enter an email address and create a password that will be used to log in to this account. Then, enter the characters you see in the field provided.



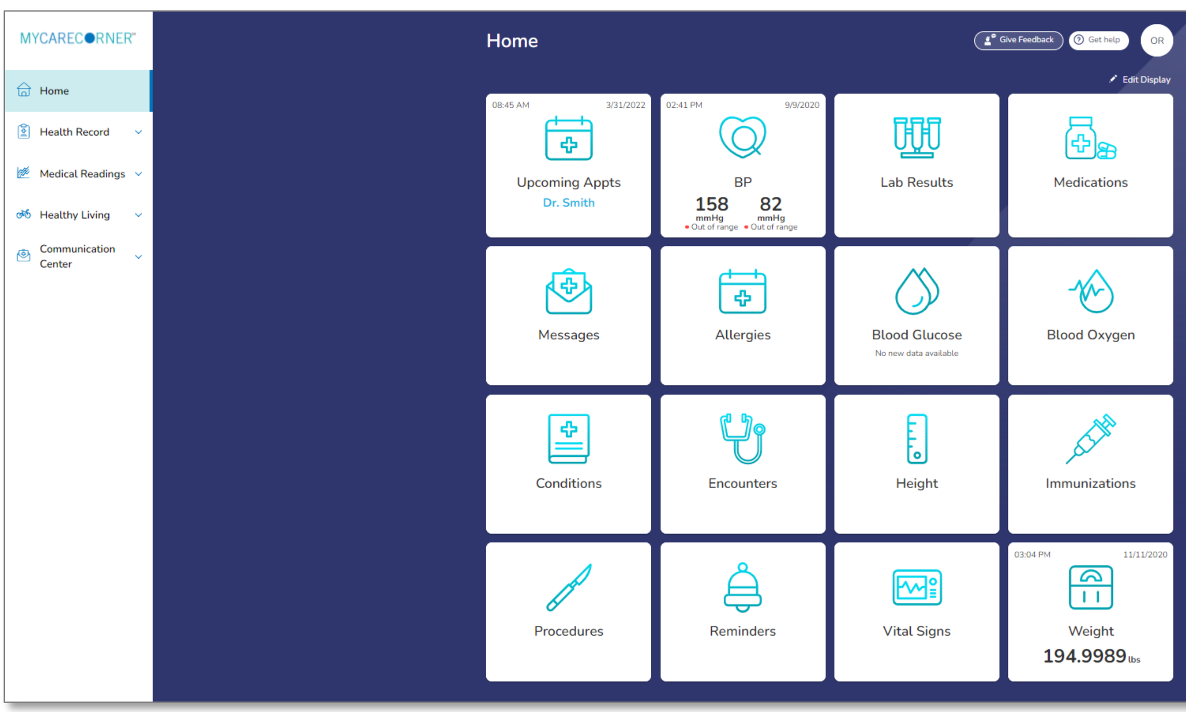
6. Click the **Terms and Conditions** link to read the details. Check the **I agree to the Terms and Conditions** box and click **Create Account**.



7. To complete your account setup, verify your record access and click **Allow**.



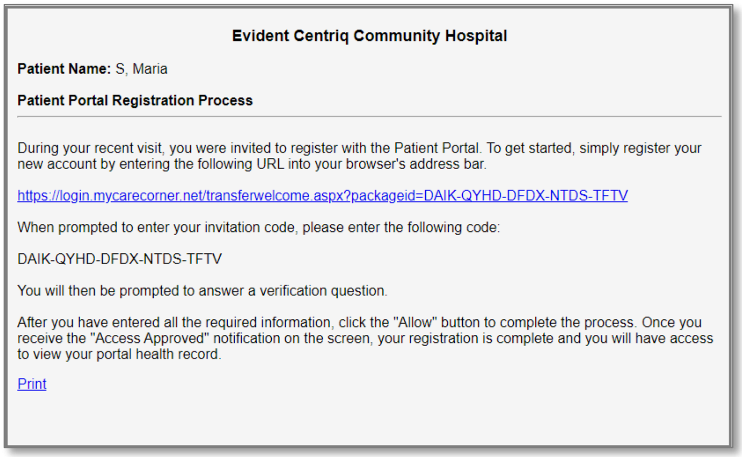
8. The Patient Dashboard is displayed. To obtain access your health record, contact your healthcare provider (hospital or clinic) and request a "registration invitation" for MyCareCorner. Once you have the registration invitation, see the detailed steps in the To Access a Health Record section.



To Access a Health Record

Once you have created an MCC account, you can then gain access to health records for you or your family members.

1. Once you receive the registration invitation for MyCareCorner, click the link in the email or enter the URL into your browser window.



Evident Centriq Community Hospital

Patient Name: S, Maria

Patient Portal Registration Process

During your recent visit, you were invited to register with the Patient Portal. To get started, simply register your new account by entering the following URL into your browser's address bar.

https://login.mycarecorner.net/transferwelcome.aspx?packageid=DAIK-QYHD-DFDX-NTDS-TFTV

When prompted to enter your invitation code, please enter the following code:

DAIK-QYHD-DFDX-NTDS-TFTV

You will then be prompted to answer a verification question.

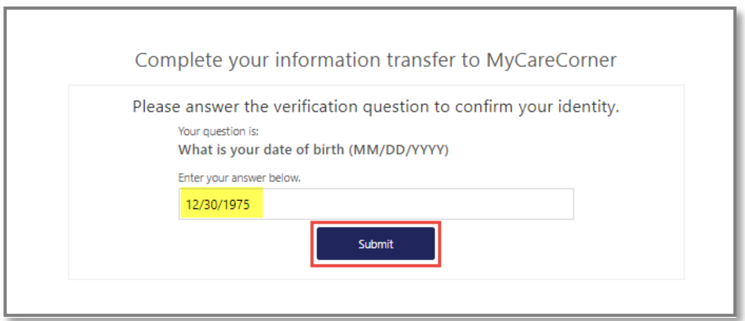
After you have entered all the required information, click the "Allow" button to complete the process. Once you receive the "Access Approved" notification on the screen, your registration is complete and you will have access to view your portal health record.

Print

2. The MyCareCorner page is launched. Click **Continue**.

3. The MyCareCorner Account screen is displayed. Enter your **Email** and **Password** and click **Sign In**. NOTE: You created this email and password combination when following the steps in the Self Registration/Create Account in MCC section.

4. To confirm your identity, enter your date of birth and click **Submit**.



5. A question is displayed: ***Do you already have a MyCareCorner account?*** Select **Yes**.

6. An "invitation to access" page is displayed with the name of the person's health record that you are accessing.

7. If the invitation is for you and your health record is listed, select it and click **Finish**. If you are managing another person's health record (spouse, child, etc.), you will need to create a new record. Click **Create New Record**.

NOTE: *It is important to note that multiple patients can be set up under one account (or email address/password combination) so that spouses and/or children can be accessed from a single account holder.*

8. Enter the information about the person whose health information you are managing (this may be you or someone else). Enter their first name, last name, sex, and date of birth (you may also enter their relationship to you) and press the **Next** button. Your account and health record is now created.

9. Click Home to go to the MyCareCorner patient portal home page.

GLEN ROSE
MEDICAL CENTER

A Patient's Guide to Using MyCareCorner (MyCareComer.net)

Welcome to MyCareCorner, your personal portal to your health record. We created this simple, yet comprehensive guide to help you navigate through your new portal.

Getting Started

Your healthcare provider (hospital or clinic) will provide you with an email (if you provided an email address) or a printed copy of instructions for accessing the MyCareCorner website.

Using the Email

1. Click the link in the email. The MyCareCorner welcome page is launched in your web browser.
2. Click **Continue**. A security question is displayed to confirm your identity. Answer the question and click **Next**.
3. A question is displayed: **Do *you already have a MyCareCorner account?*** Click the appropriate answer.
    - If you click **Yes**, the Sign In page is displayed. Enter your **Email** and **Password** and click **Sign In**. An Invitation to Access page is displayed, indicating records that can be associated with your account. See the next section of this document for next steps: I Have an Existing MyCareCorner Account.
    - If you click **No**, the Create Your MyCareCorner Account page is displayed. Proceed with step 4.
4. In the fields on the Create Your Account page, enter your first name, last name, an email address and password.
5. Check the **I agree to the Terms and Conditions** box.
6. Click **Next**. The Create Health Record page is displayed.
7. Enter the information for the health record in the fields provided: First Name, Last Name, Relationship to You, Country, Postal Code/Zip, Sex, and Date of Birth. NOTE: This could be a person other than you if you are

setting up the health record for a child, spouse, or you are a patient representative.

8. Click **Next**. An authorization message is displayed indicating the access being given. Click **Authorize**.

9. An **Access *approved*** message is displayed. Click **Home** to enter the patient portal.

I Have an Existing MyCareCorner Account

If you have an existing MyCareCorner account and have received an invitation to create a health record for an additional person (or for yourself), you must select the health record to associate with your account.

1. Click the link in the email. The MyCareCorner welcome page is launched and displayed in your web browser.

2. Click **Continue**. A security question is displayed to confirm your identity. Answer the question and click **Next**.

3. A question is displayed: **Do *you already have a MyCareCorner account?*** Select **Yes**.

4. An Invitation to Access page is displayed with the name of the person's health record that you are accessing.

5. If the invitation is for you and your health record is listed, select it and click **Finish**. If you are managing another person's health record, you will need to create a new record. Click **Create New Record**.

It is important to note that multiple patients can be set up under one account (or email address/password combination) so that spouses and/or children can be accessed from a single account holder.

6. Enter the information about the person whose health information you are managing (this may be you or someone else). Enter their first name, last name, sex, and date of birth (you may also enter their relationship to you) and press the **Next** button. Your account and health record is now created.
7. Click **Home** to go to the MyCareCorner patient portal home page.

Using the Printed Instructions

1. Open your web browser, type the URL from the printed invitation into the address bar, and press **<Enter>**. The Welcome page is displayed.
2. Click **Continue**. The Identity Code screen is displayed.
3. Enter the invitation code from your printed instructions.
4. Click **Submit**. The Create Your MyCareCorner Account page is displayed.
5. The remaining steps are the same as in the *Using the Email* section on page 1. See steps 3-9 of that section to complete the process.

Accessing Areas of Your Health Record

MyCareCorner provides access to your personal health record. The home screen (or dashboard) contains tiles you can click to view areas of your record. Or, you can use the menu options on the left to navigate to areas of your record: **Health Record**, **Medical Readings**, **Healthy Living**, and **Communication Center**. Select the name of the group to expand it.

Health Record

Click:	To:	Click:	To:
Allergies	View, edit, delete, and add allergies in your personal health record.	**Encounters**	View basic information about the medical visits/encounters recorded in your Consolidated Clinical Document (CCDA) record, edit or delete previous visits, and add new visits.
Concern	View and manage a list of health concerns, including start and end dates.	**Immunizations**	Manage the immunization data in your personal health record.
Conditions	View a list of medical problems in your record and add, delete, or edit problems to mark inactive (i.e., indicate that you no longer have the condition).	**Medications**	View the medications listed in your personal health record, edit or delete existing medications, and add new medications you are taking.
Documents	View, manage, and download documents to your record. You can also view your health data audit log.	**Procedures**	View the procedures included in your personal health record, edit or delete previous procedures, and add new procedures that have been performed.

Medical Readings

Click:	To:	Click:	To:
Blood Oxygen	View historical blood oxygen values in a graph format and add new entries.	**Vital Signs**	View and modify the blood pressure values and other vital signs recorded in your personal health record.
Blood Glucose	View and enter values for blood glucose and HgA1c levels.	**Lab Results**	View lab results that have been uploaded to your personal health record.

Healthy Living

Click:	To:	Click:	To:
Body Mass Index (BMI)	Based on height and weight values, your BMI is calculated and displayed on this page.	**Weight**	View and enter weight values in a graph or list.
Height	View and enter height values in a graph format	**Exercise**	Link to your fitness watch/device to display exercise information.

Communication Center

Click:	To:	Click:	To:
Upcoming Appts	View your upcoming and past appointments and add new appointments.	**Reminders**	View reminders created for medications and appointments.
Messages	View and send messages to and from your providers.	**Print Record**	Use this option to print your complete record or portions of your record.
Notifications	View your active notifications in the Notification Center.		

Viewing and Managing Your Health Information

Information in your health record can either come from the hospital information system or you can add it manually. If information comes from the hospital/clinic system, you will NOT be able to edit it. However, if you enter the information manually, you are able to edit or delete it. If you add information manually, it is important to note that your providers and their staff are NOT able to view your personal portal record - if you have information that your provider should know, please call the provider's office to notify them.

From each page, use these methods to modify the information you have manually added to your personal health record:

- Click a row within the list (e.g., a specific appointment within the list of appointments) to view more details about that entry. The details appear in a pop-up window on the right side of the screen.
- From the pop-up window, click **Delete** to delete the entry or **Edit** to edit it. To close the window, click the “**X**” in the upper-right corner of the window.
- To add a new entry (e.g., a new allergy from the Allergies screen, or a new appointment or reminder from the Appointments screen), click the plus sign (+) in the lower-right corner of the screen. Enter the appropriate information and click **Save**. Be sure to complete all required fields (those marked with a red asterisk).
- To sort the data in a list differently, click the column heading you want to sort by. Click the same heading again to reverse the sort.

IMPORTANT REMINDER! You cannot edit information that is displayed from the hospital information system. And, your providers are not able to see your portal record. If you have information that your providers need to know, please send a message or call your provider's office to notify them.

Viewing and Editing Your Profile

To view and update your profile information, click the circle with your initials on it (in the upper-right corner of the screen) and select **My Profile**. Select the **Edit Details** button to enter any missing information and/or edit the existing information. If you want to upload a picture to use in place of your initials to access your profile, click **Upload Picture**. When finished updating your profile, click **Save**.

Appointments

The Appointments page displays appointments with your health care providers. The appointments are displayed automatically if with a provider linked to MyCareCorner. Or, you may also manually add appointments to display on this page. To add an appointment, click the plus button. Enter the details for the appointment and click **Save**. To set a reminder for an appointment, click the blue **Set Reminder** button. To see all reminders, see the Reminders page.

Sending and Receiving Messages

You can see messages on the Home screen in the Messages tile. Or, use the **Communication Center > Messages** menu option to view the messages full screen and send messages to your care providers.

- The list defaults to messages you have received in your Inbox. Click the **Sent** button to display sent messages. Toggle back to received messages by clicking the **Inbox** button.
- To view, delete, or reply to a message, click the row for that message. The message and corresponding options appear in the message detail window.
- To send a new message, click the plus button (lower right corner) and send a message using one of the following methods:
    - Direct/Secure Messaging (Use the **To my Doctor** option): This allows you to send secure messages to any provider with a direct secure email address. You must type the direct email address (provided by the physician/provider) in the **To** field. This provides a secure way to send PHI (patient health information) to providers, however, does not provide the ability to generate replies back to you.
    - General Messaging (Use the **To my Doctor** option): This allows you to send messages to providers who are associated with your record. The user must select the appropriate provider in the drop-down list in the **To** field. These messages can be replied to and replies will display in MyCareCorner.
    - General Messaging (Use the **To personal email** option): This allows you to send messages to any personal or non-secure email addresses. You must type the email address in the **To** field. These outgoing emails are not secure; therefore, we do not recommend patients send any PHI when sending an email to an outside email address. These messages cannot be replied to.

Then, type a subject and the message text, and add any attachments, if necessary. (You can select attachments from the files stored in the Documents section of My Care Corner or upload files from your computer.)

> *It is important to note that if you are sending sensitive information, general messaging is not encrypted and is an* ***unsecure*** *way of sending your personal information. To send sensitive or personal information, it is recommended to use Direct/Secure Messaging.*

Notification Settings

You have the ability to receive customized notifications when new messages, files, or data elements have been added to your health record. To set up your notifications, select the **Communications Center > Notification Settings** option. From the Notification Center, click the red add button to create a new notification.

Reminders

This page displays reminders that you have created from the Medications and Appointments pages. You can filter the list to show All, Upcoming, or Past Appointments.

Need More Help?

When using the patient portal, you can click the **Need Help?** button located in the upper right corner of the screen to access online application help.

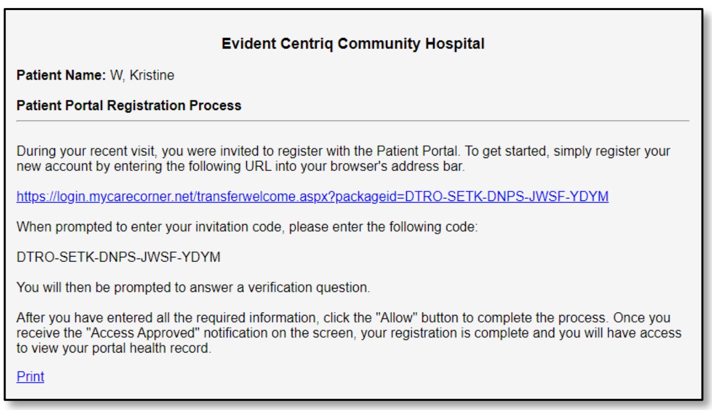
A Patient's Guide: Adding Additional Family Members to a MyCareCorner Registered Account

Getting Started

Additional family members (spouse, children, and/or parents) can be added to a registered MyCareCorner account once a healthcare provider (hospital or clinic) provides the family member with an email or a printed copy of the registration instructions for MyCareCorner.

Using the Email

1. To add the family member to your registered MyCareCorner account, click the link in the email instructions.


Evident Centriq Community Hospital

Patient Name: W, Kristine

Patient Portal Registration Process

During your recent visit, you were invited to register with the Patient Portal. To get started, simply register your new account by entering the following URL into your browser's address bar.

https://login.mycarecorner.net/transferwelcome.aspx?packageid=DTRO-SETK-DNPS-JWSF-YDYM

When prompted to enter your invitation code, please enter the following code:

DTRO-SETK-DNPS-JWSF-YDYM

You will then be prompted to answer a verification question.

After you have entered all the required information, click the "Allow" button to complete the process. Once you receive the "Access Approved" notification on the screen, your registration is complete and you will have access to view your portal health record.

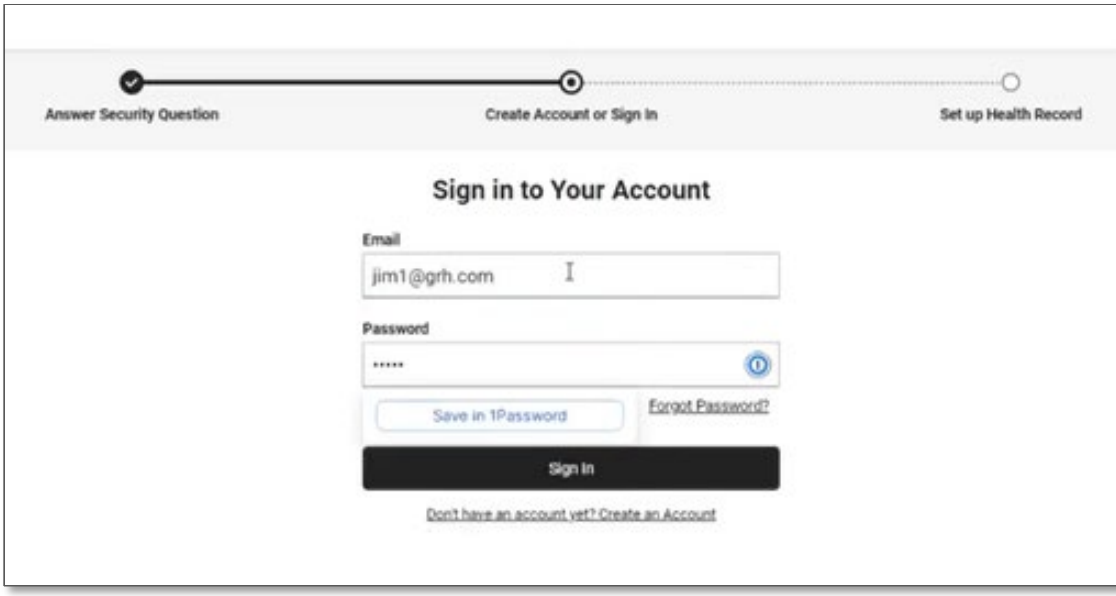
Print

2. The MyCareCorner page is launched. Click **Continue**.

3. To confirm the identity of your family member, enter the family member's date of birth and click **Next**.

4. A question is displayed***: Do you already have a MyCareCorner account?*** Select **Yes**.

5. The Sign in box is displayed. Enter the registered account member's Email and Password and click **Sign In**.

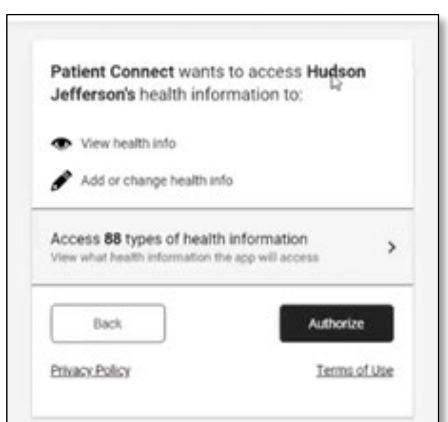


6. An "invitation to access" page is displayed with the name of the person's health record that you are accessing.

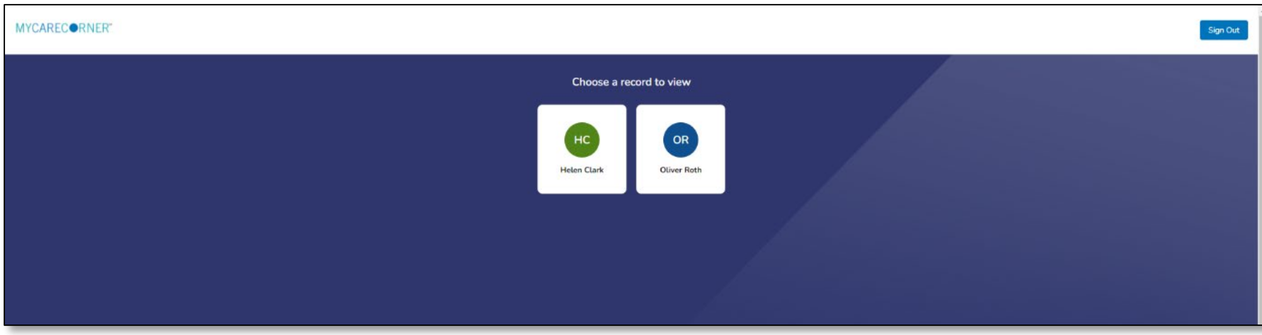
7. At this point, you do not want to put the family member's health information into your health record, so we need to create a new record for the family member. Click **Create New Record**. (If you select your record, the system recognizes that the names are not the same and will present a confirmation message. If so, click **Cancel** to go back.)

8. On the Create Health Record screen, enter the First Name, Last Name, Relationship to You, Country, Zip Code, Sex, and Date of Birth of the family member's record you are adding. Click **Next**.

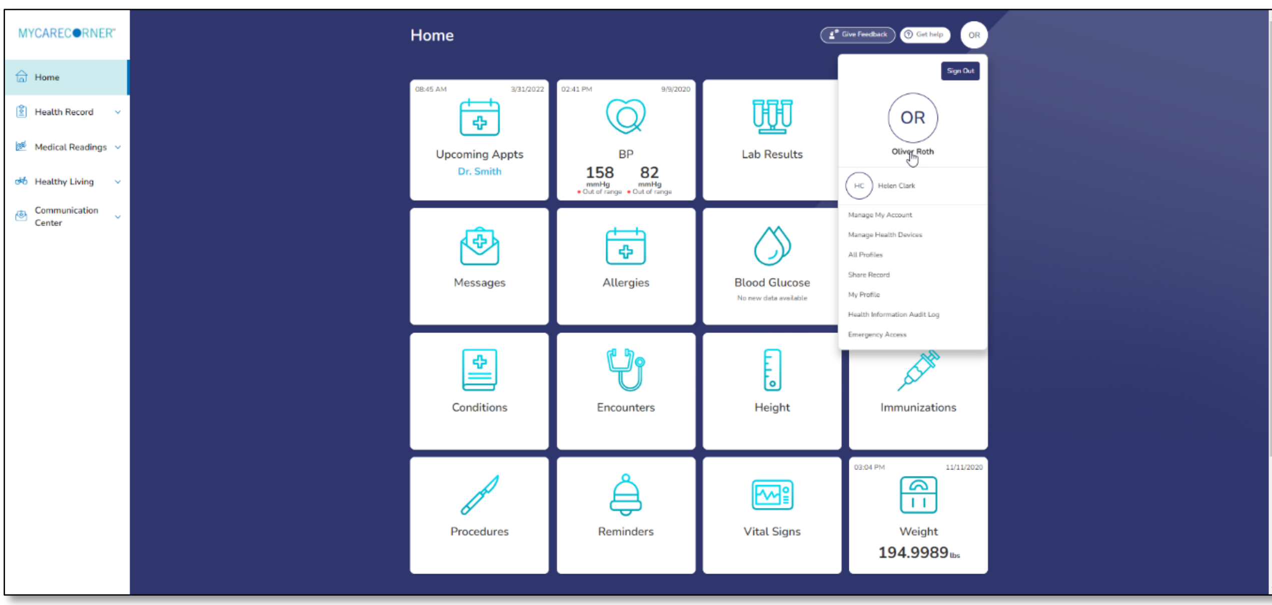
9. The authorization screen is displayed. Select **Authorize**.



10. The Access Approved screen is displayed. Click **Home.** Now, both records are displayed. Select the record that you'd like to view.

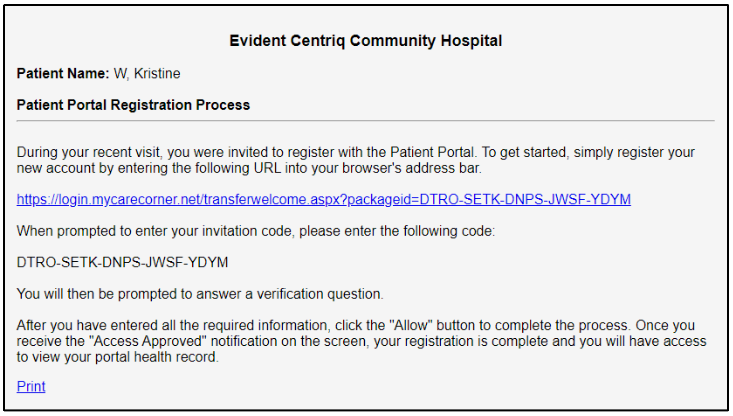


11. Once in a health record, you can switch the view to other records linked to your account. Click the circle with your initials on it (in the upper-right corner of the screen). Other records that you have linked are displayed. Click a name to switch the view.



Using the Printed Instructions

1. To add the family member to your registered MyCareCorner account, enter the URL from the printed invitation into the browser window.



Evident Centriq Community Hospital

Patient Name: W, Kristine

Patient Portal Registration Process

During your recent visit, you were invited to register with the Patient Portal. To get started, simply register your new account by entering the following URL into your browser's address bar.

https://login.mycarecorner.net/transferwelcome.aspx?packageid=DTRO-SETK-DNPS-JWSF-YDYM

When prompted to enter your invitation code, please enter the following code:

DTRO-SETK-DNPS-JWSF-YDYM

You will then be prompted to answer a verification question.

After you have entered all the required information, click the "Allow" button to complete the process. Once you receive the "Access Approved" notification on the screen, your registration is complete and you will have access to view your portal health record.

Print

2. The MyCareCorner page is displayed. Click **Continue**.
3. The Invitation Code screen is displayed. Enter the invitation code from your printed instructions. Click **Next**.

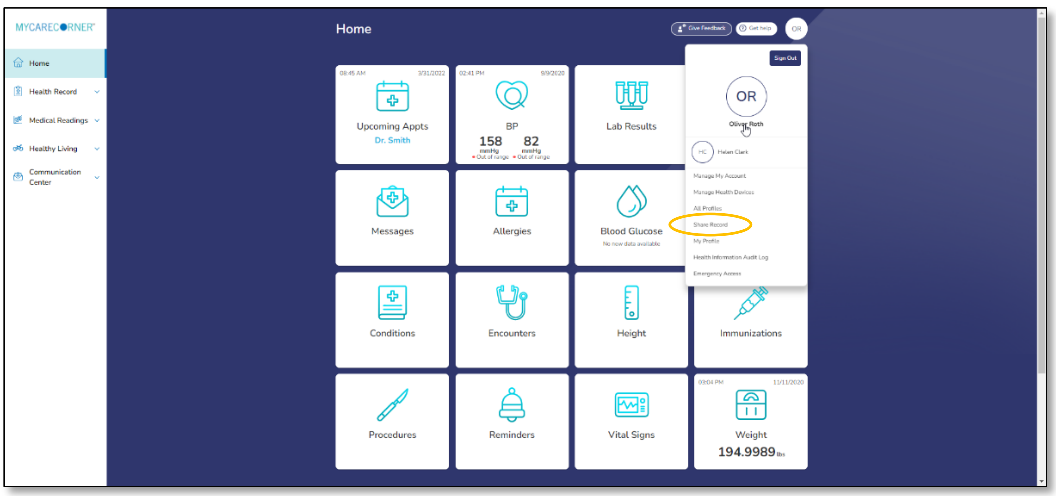
4. The confirm identity screen is displayed and the remaining steps are the same as in the Using the Email section. See steps 3-9 above to complete the process.

A Patient’s Guide: Sharing My Record in MyCareCorner

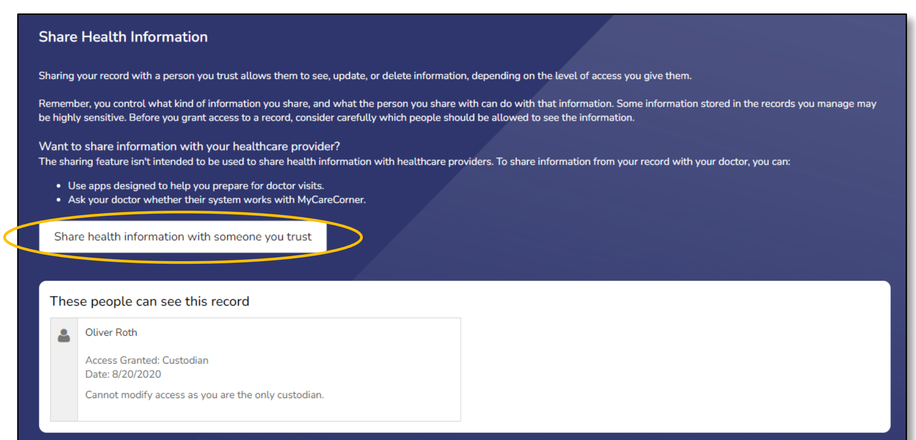
The **Share Record** option in MyCareCorner allows you to share your health record with other people, such as a spouse, parent, or children. Sharing your record allows them to view and update your health information, depending on the level of access you give them. Access can be changed or removed at any time.

Sharing Your Record

1. To share your health information, log into MyCareCorner.
2. On the home page, click the circle with your initials in it (upper-right corner of the screen) and select **Share Record**.

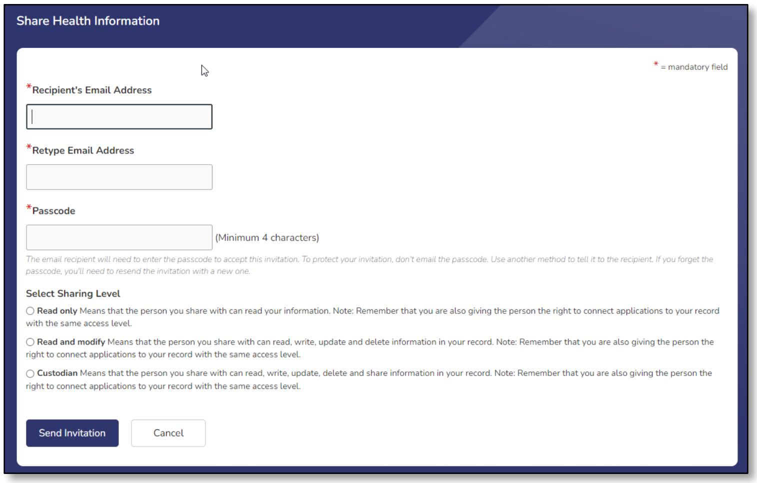


3. The Share Health Information screen is displayed. Click the **Share health information with someone you trust** button.



4. Complete the information on the screen for the person you want to share your health information with. Enter the **Recipient's Email Address**, **Retype the Email Address**, and enter a **Passcode**.

NOTE *The email recipient will need to enter the passcode to accept your invitation. To protect your invitation, don't email the passcode. Use another method to communicate this information to the recipient.*

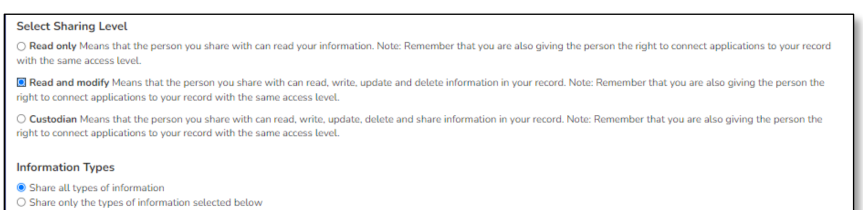


5. Select the desired sharing level:

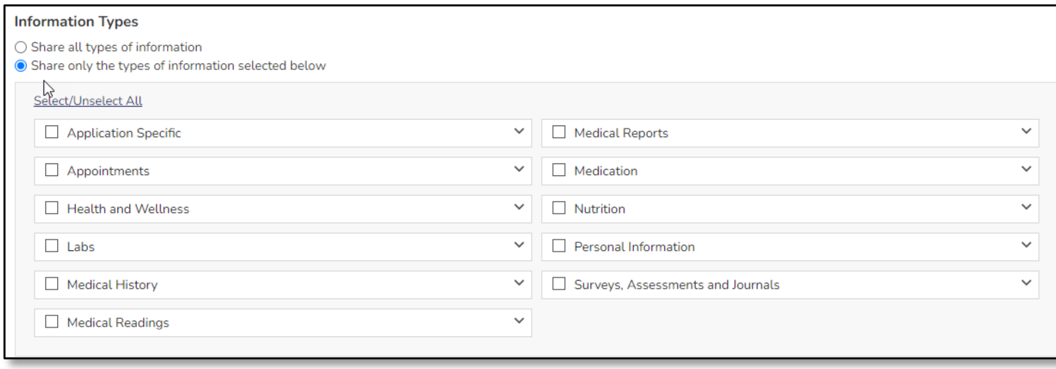
   - **Read only –** This means that they can view your information, but cannot make any changes.
   - **Read and modify –** This means that they can view, update, and delete information in your record.
   - **Custodian –** This means that they can view, update, delete, and share your record.

6. If you select **Read only** or **Read and Modify**, the Information Types options are displayed.

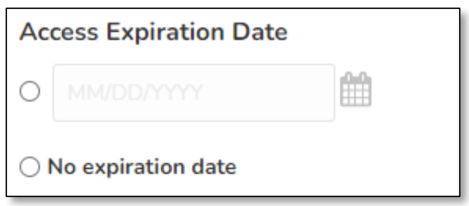
   - **Share all types of information**
   - **Share only the types of information selected below**



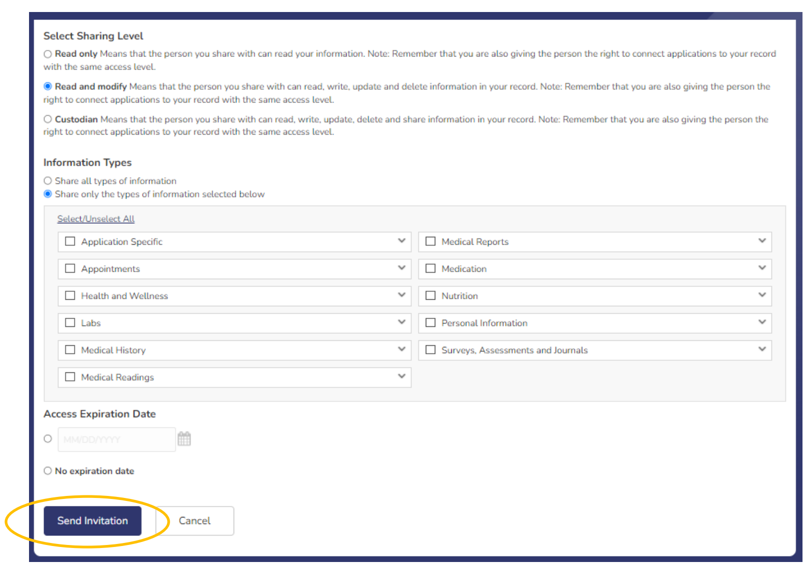
If **Share only the types of information selected below** is selected, the list of information is displayed. Select the types of information that you want to share.



7. By default, there is no expiration date for sharing your health information. If the you want to stop sharing on a certain date, click the round button next to the field and enter the date in the **Access Expiration Date** field.

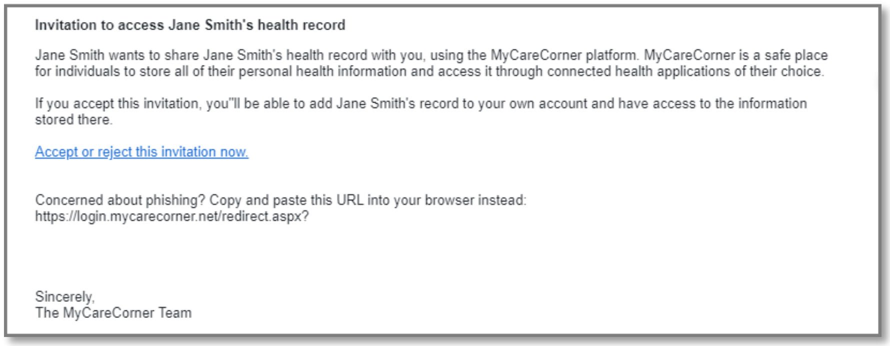


8. Click **Send Invitation**. The recipient will have 24 hours to accept the invitation.



Accepting an Invitation

1. If you are the recipient of an email invitation to access someone's health record in MyCareCorner, click the link in the email to accept the invitation.



Invitation to access Jane Smith's health record

Jane Smith wants to share Jane Smith's health record with you, using the MyCareCorner platform. MyCareCorner is a safe place for individuals to store all of their personal health information and access it through connected health applications of their choice.

If you accept this invitation, you''ll be able to add Jane Smith's record to your own account and have access to the information stored there.

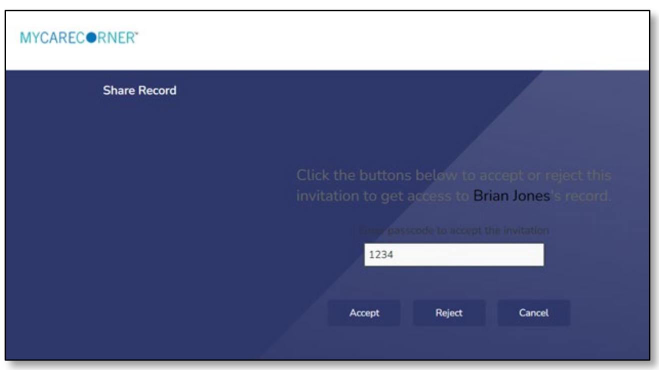
Accept or reject this invitation now.

Concerned about phishing? Copy and paste this URL into your browser instead:
https://login.mycarecorner.net/redirect.aspx?

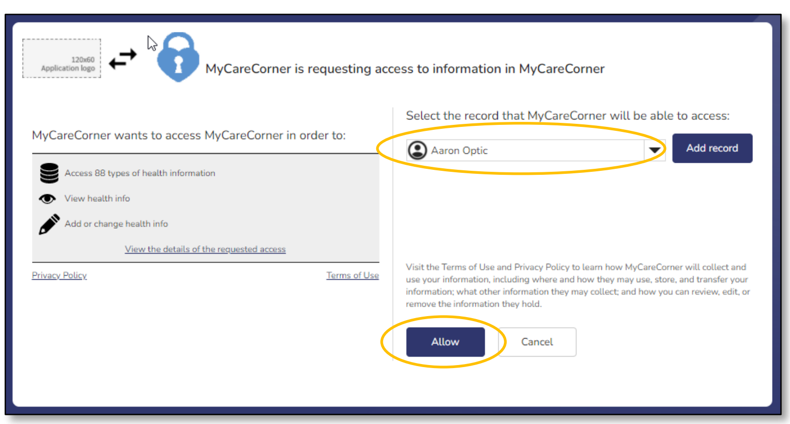
Sincerely,
The MyCareCorner Team

2. Enter the passcode and click **Accept**.

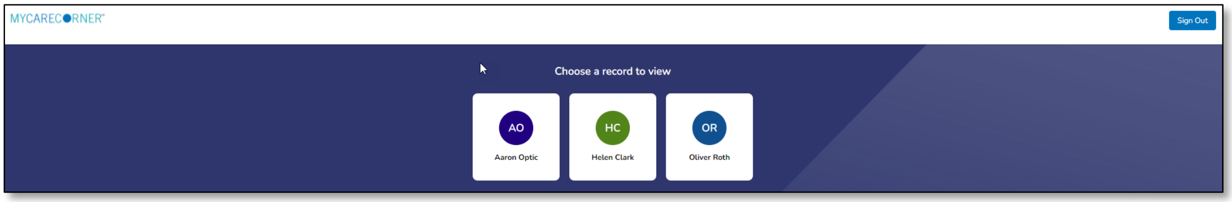
The person sending the invitation will provide you the passcode.



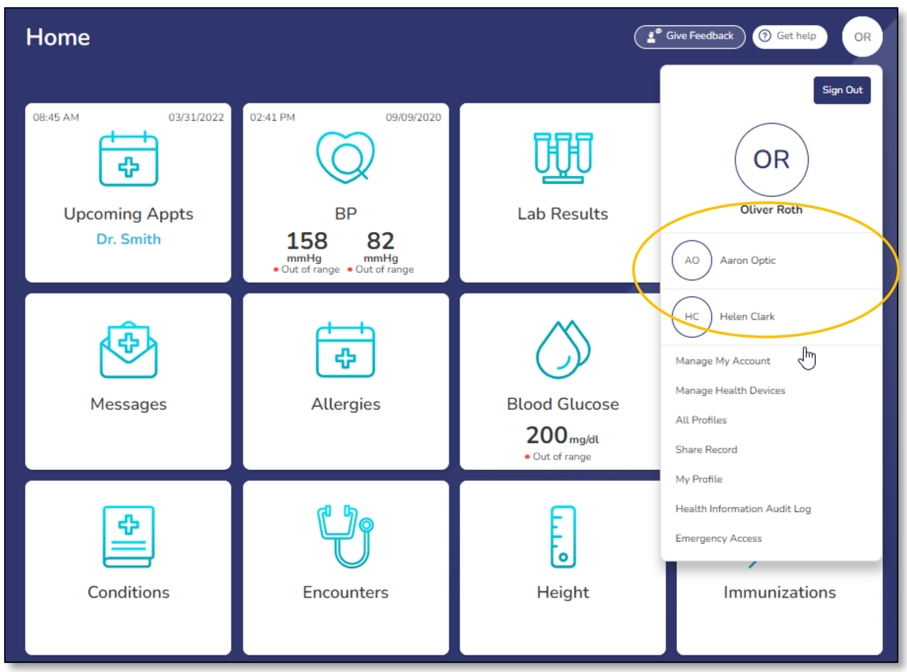
3. A "select the record" window is displayed. Ensure that the appropriate name is displayed in the field. Click **Allow**.



4. The Home page displays all available/shared records. Select the record that you'd like to view.



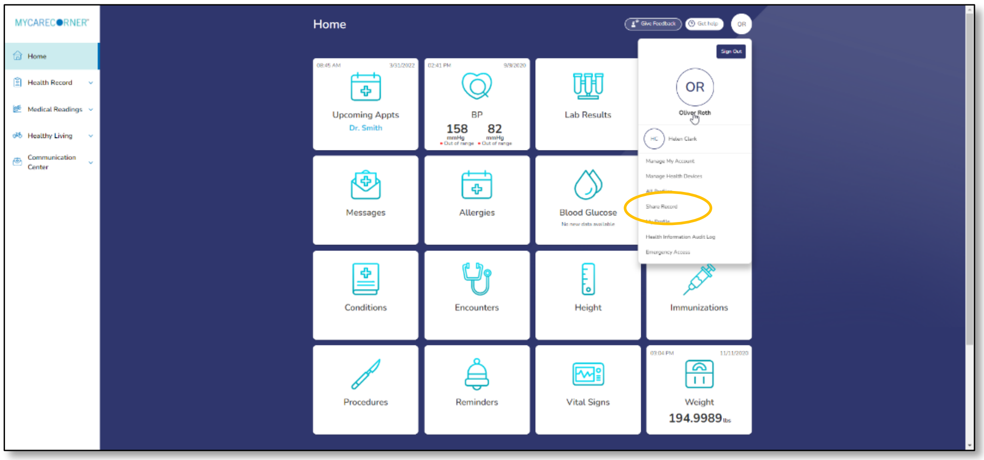
5. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.



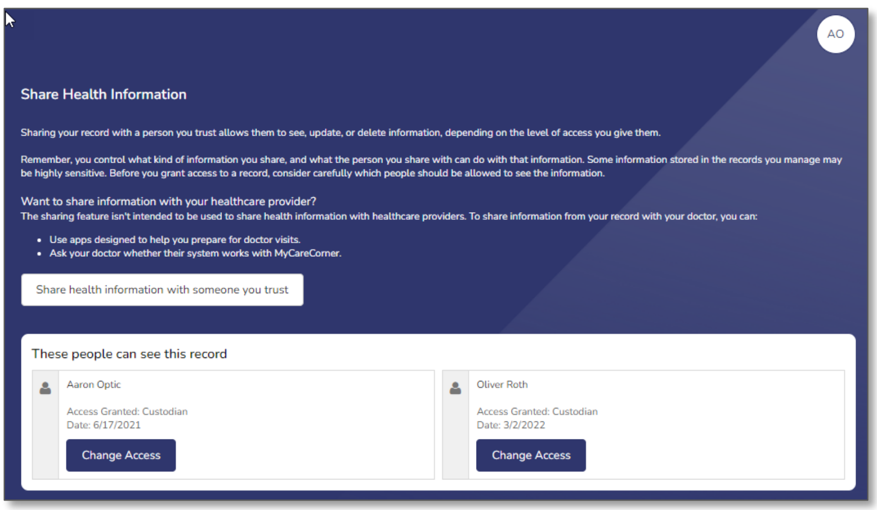
Changing Access to your Record

1. To change a person's level of access to your health record, log into MyCareCorner.

2. On the home page, click the circle with your initials in it (upper-right corner of the screen) and select **Share Record**.



3. On the Share Health Information screen, locate the person whose access you want to change and click **Change Access**.



4. On the Change Access screen, make the desired changes to the access level and click **Change Access** or click **Remove All Access** to remove this person's access to your health record.