

Portal Resource Manual



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Welcome to InteliChart Patient Portal!

For your convenience and continuity of care, St. Bernards has partnered with InteliChart to make accessing your health information as easy as possible. Our Patient Portal helps you manage your health information. The portal gives you the freedom to view your most recent health records, medication history, upcoming appointments, as well as radiology/cardiology/pathology reports, communicate with healthcare providers, and more.

Helpful Tips:

- Sending a message through the portal DOES NOT replace a conversation with your physician. When sending a message, be sure to include necessary information (i.e. your doctor's name, date of your visit, patient's name if not you, etc.).
- The mobile app is coming soon!!
 (A desktop/laptop computer must be used to access your portal account)
- The portal has a limited amount of information. There is a lag time before labs will appear in the portal, this allows your provider time to review, develop a plan of care and contact you. If you are searching for a document or test results and they are still not appearing after speaking with your provider – please call Portal Support at: 870-680-7623 or email portal@sbrmc.org
- EVERY account must have its own email address.
- If you request a new appointment or reschedule/cancel an appointment ALWAYS follow up with the facility or your provider to confirm the change.



Frequently Asked Questions

What information is sent from a Hospital or Emergency visit?

NOT SENT:

- Medical Center Reference Lab Results
 (They are sent to the ordering physician/clinic for review)
- Physical Therapy notes

SENT:

- Employee Health Center Information
- Radiology and Pathology Results
- Summary for Inpatient, Emergency and Observation Visits (Called: Continuity of Care Document (CCD))

Can I use the same email for my account and my spouse's account?

No. Email addresses must be unique to each account and cannot be shared between family members. There is an option to be linked to a family member/friend/child's account. (See Page: 24)

How can I view my child's account?

Children 12 & over must have their own account. Although the child's account is capable of consenting to a parent's proxy account. Giving someone proxy allows them full access to view your chart. (See Page: 24)

What information is available for me to view through the portal?

- View medical information including:
 - Medication List
 - Lab Tests & Pathology Results
 - Radiology Scans
 - Clinical Documentation
- View and request a clinic appointment
- Request a medication refill from a specific facility
- Ask a question
- Link to pay your bill (Medical Center ONLY)
- Reguest a referral to another doctor or specialty
- Learn about your allergies, diagnosis and more



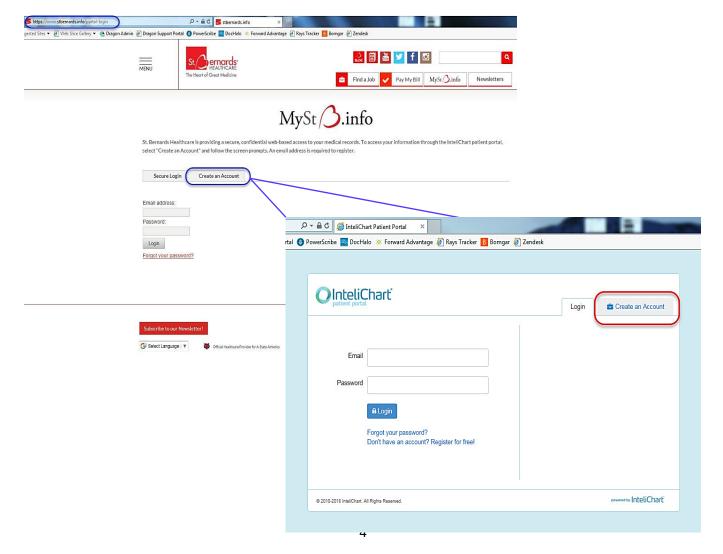
Registration

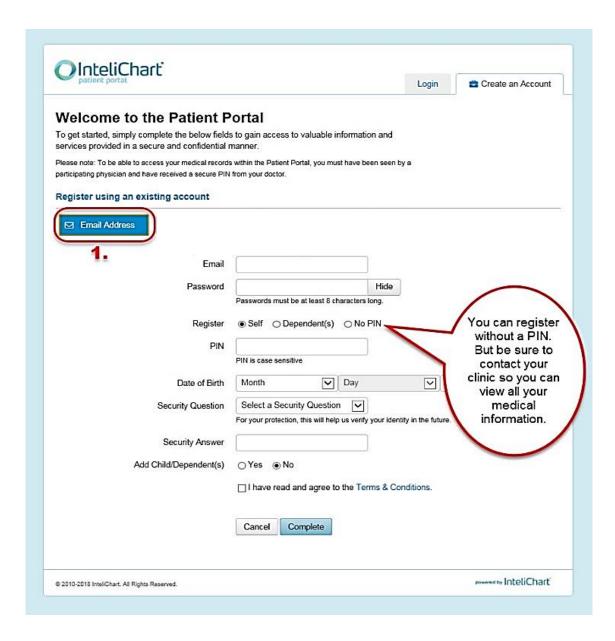
Each facility must print or send you a PIN in order for you to activate your portal account. There will be a link in the email, which will allow you to log you into the portal. This is what the PIN will look like:



(Your PIN number will be different from above)

If you were not given a PIN visit **https://www.stbernards.info/portal-login** to "Create an Account".

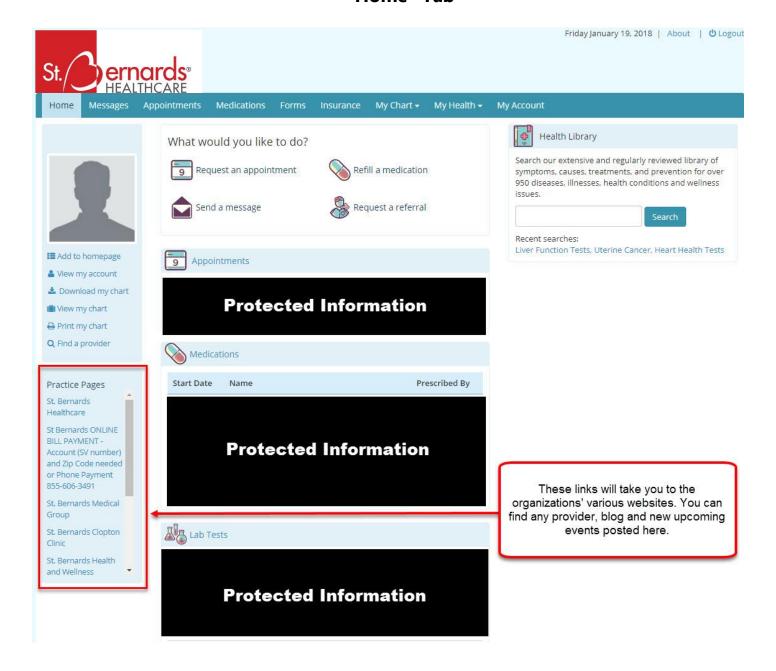




If you register without a PIN – your information WILL NOT automatically link. There are a few options you can do to link your account:

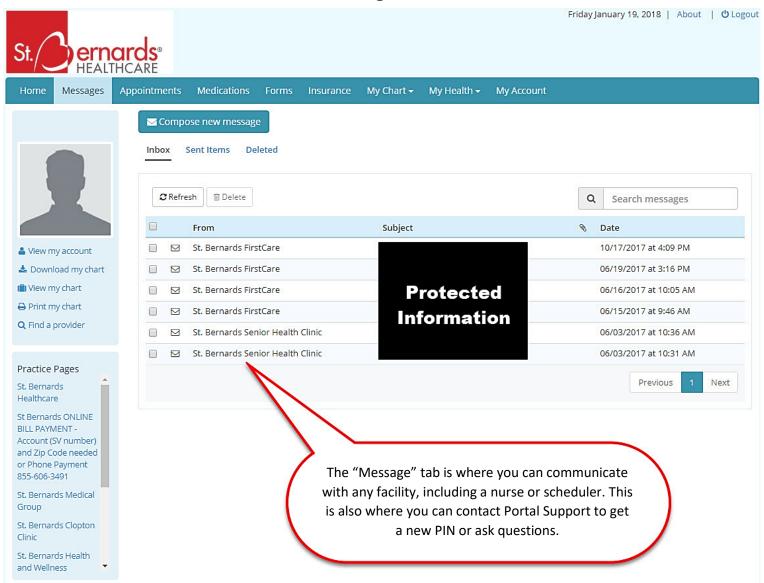
- Call the facilities you are associated with to generate a PIN (the clinic will email you a PIN number make sure to give the same email address as you used when creating your account)
- Message Portal Support
- Email Portal Support portal@sbrmc.org
- Call Portal Support 870-680-7623

"Home" Tab



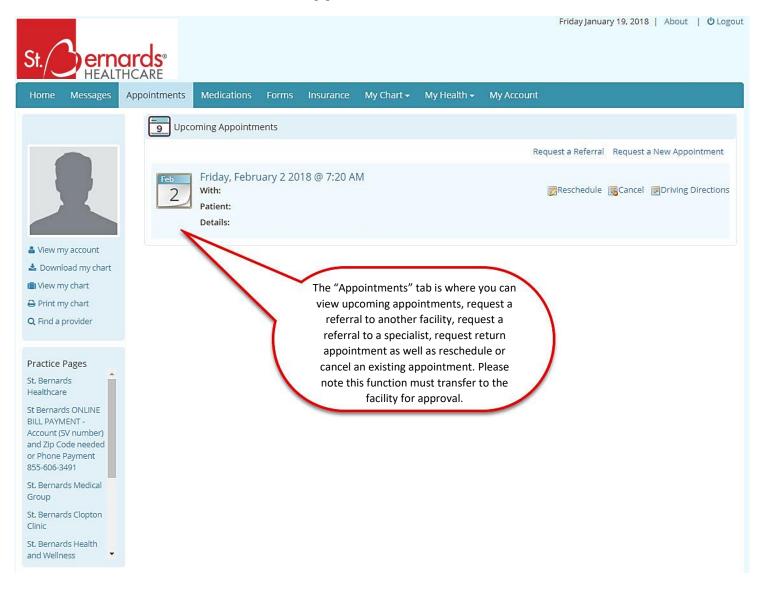
The "Home" tab is where you can quickly request a new appointment, medicine refill or referral to a new provider. This page will allow you start a new message and can act as an easy way to verify upcoming appointments, recorded medications and most recent lab results. On the left there are quick links that will take you to various parts of your portal chart, allow you to download/print your chart and links to get to other websites in the St. Bernards' continuum.

"Messages" Tab



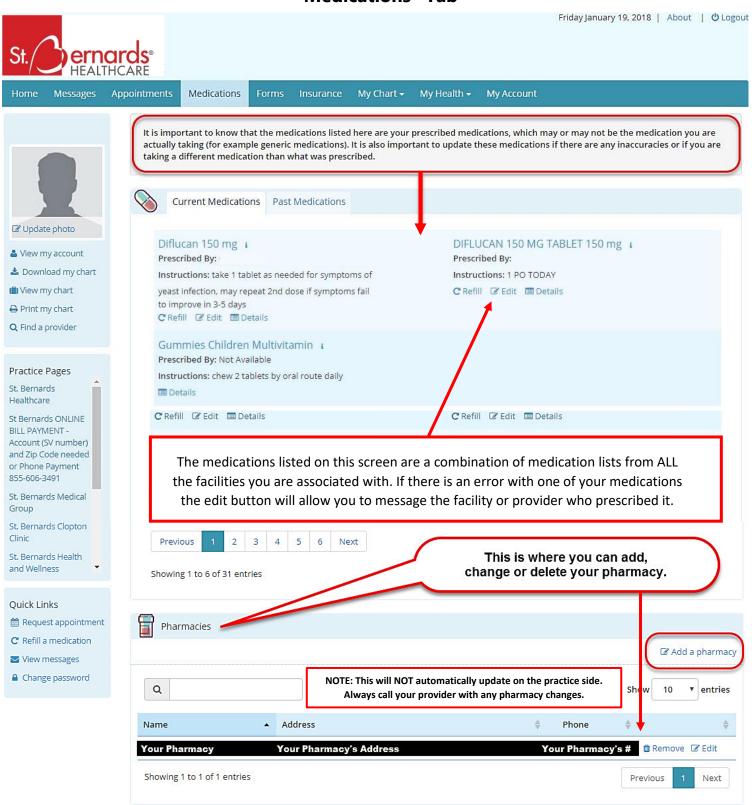
This feature allows you to communicate with your facility's nurse or scheduler. This is also where you can contact Portal Support. Under St. Bernards Medical Center practice tab choose "Portal Support" for assistance with any problems you are experiencing with your account. If this feature is unavailable you can contact Portal Support via phone 870-680-7623 or email portal@sbrmc.org.

"Appointments" Tab

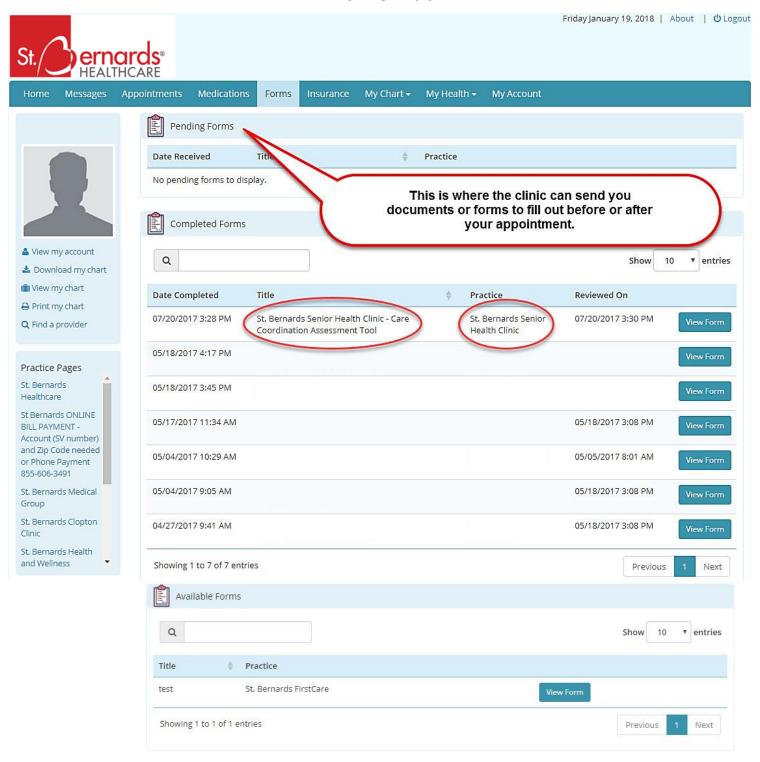


This tab will allow you to view upcoming appointments, request a referral to another clinic or provider, request a follow up appointment as well as reschedule or cancel an existing appointment. Remember, this function must be reviewed by scheduling staff within the facility so this will not be an immediate change to the set schedule.

"Medications" Tab



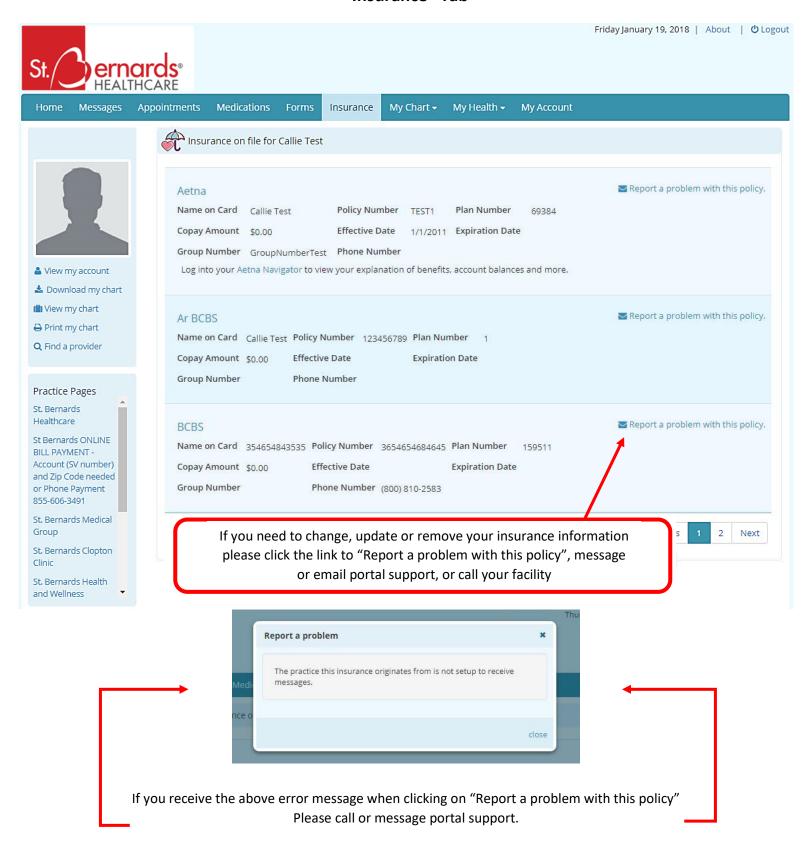
"Forms" Tab



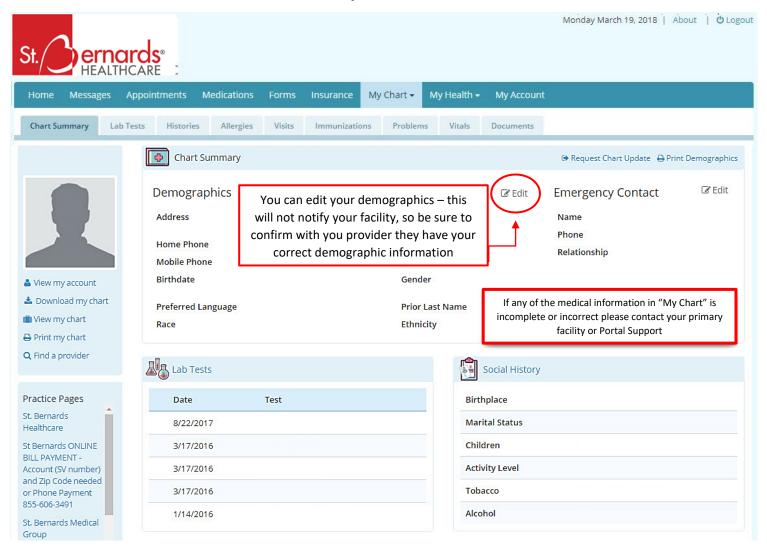
The "Forms" page is where your provider can send you paperwork to fill out pre or post visit. These are commonly assessments or new patient documents.

If you are sent a new form to fill out you will be notified via email.

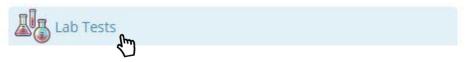
"Insurance" Tab



"My Chart" Tab

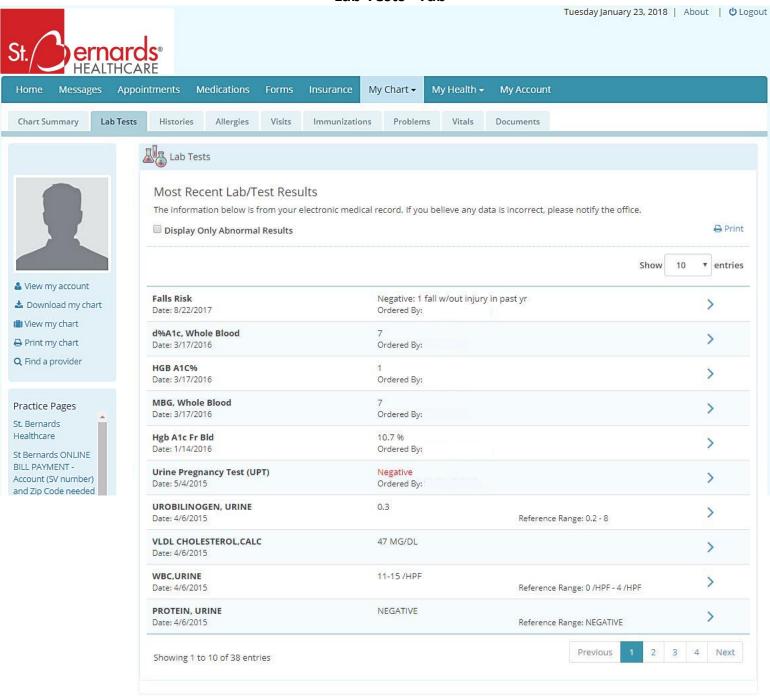


When you navigate to "My Chart" it will automatically direct you to your "Chart Summary". This will allow you to view a quick snapshot of your entire medical record. If you are wanting more detail just click the link at the top of each section – those links will take you to a more detailed page.



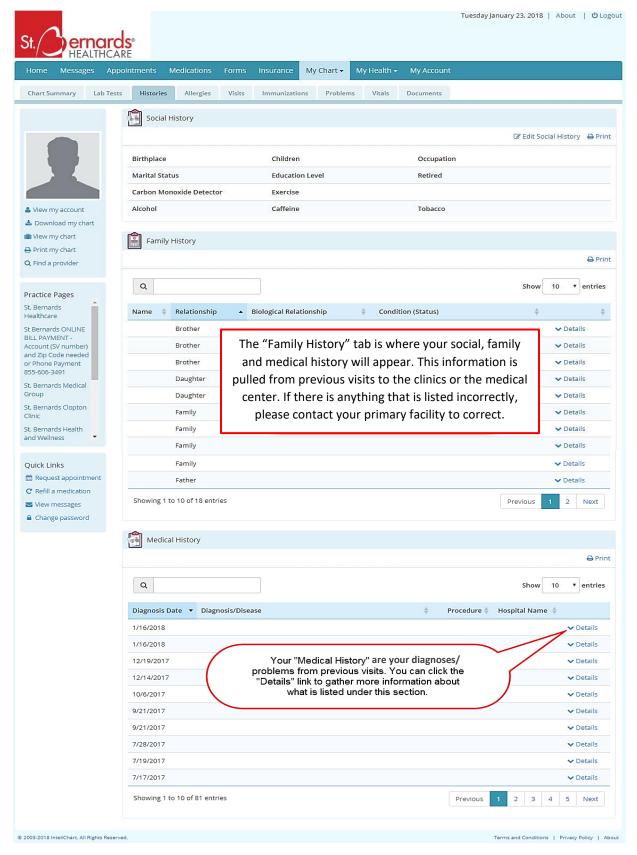
(Example: by clicking the Lab Test Link it will take you directly to the Lab Test page)

"Lab Tests" Tab

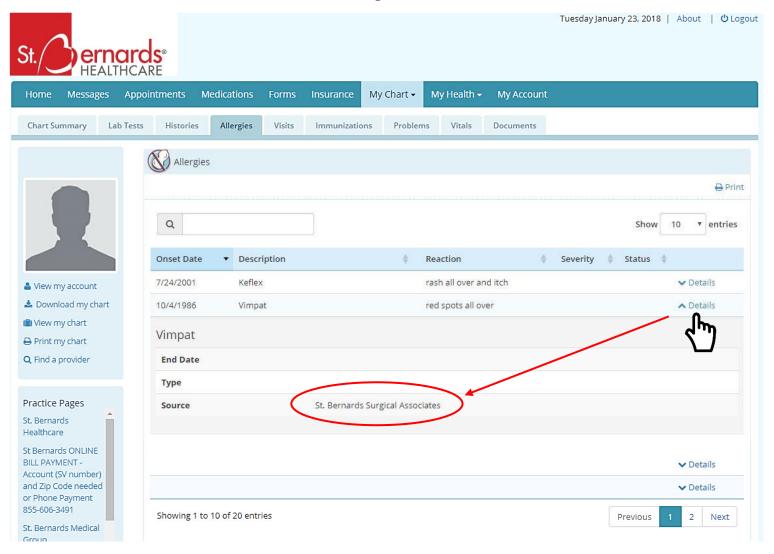


The "Lab Test" page is where you can view your lab/pathology results from all of the facilities you are associated with. This allows your provider time to review, develop a plan of care and contact you. If you are searching for a document or test results and they are still not appearing after speaking with your provider – please call Portal Support at: 870-680-7623 or email portal@sbrmc.org
These results will NOT transfer from the Medical Center

"Histories" Tab



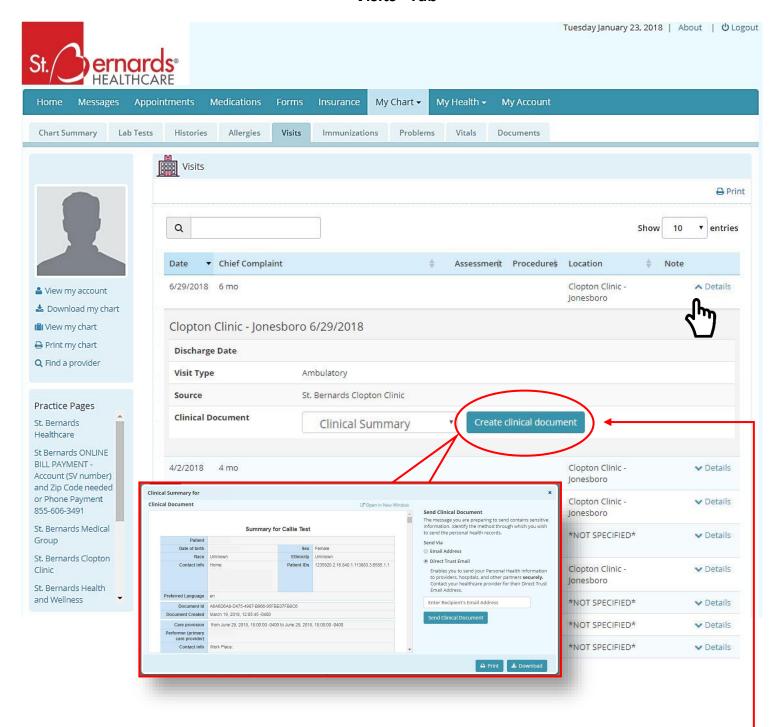
"Allergies" Tab



This page will allow you to view your documented allergies. Please note this page is not editable – so if you see an error or this list is incomplete, PLEASE let your nurse or doctor know so they can keep your medical record as accurate as possible.

When you click on the details drop down it will tell you where that allergy was documented.

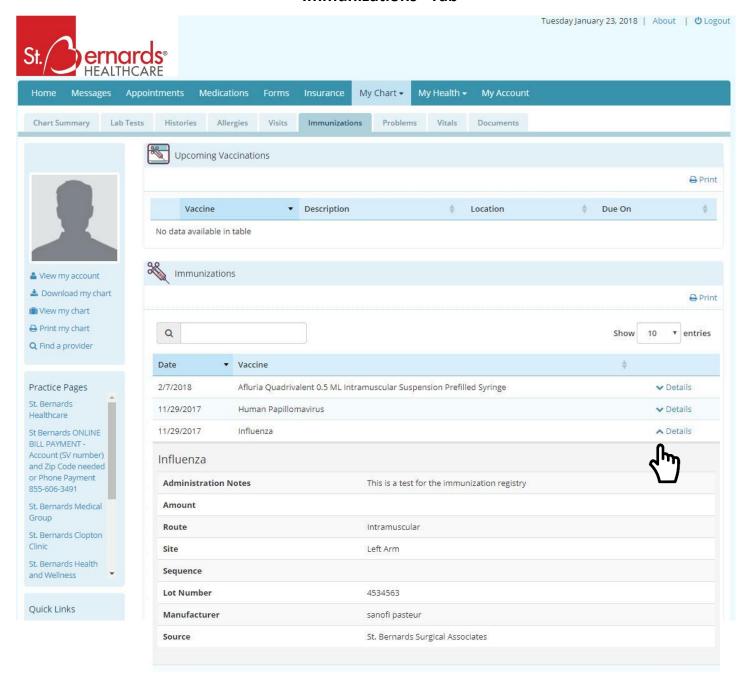
"Visits" Tab



The "Visits" page allows you to track all of your visits at all your associated facilities. Once you click on the details link more information will populate.

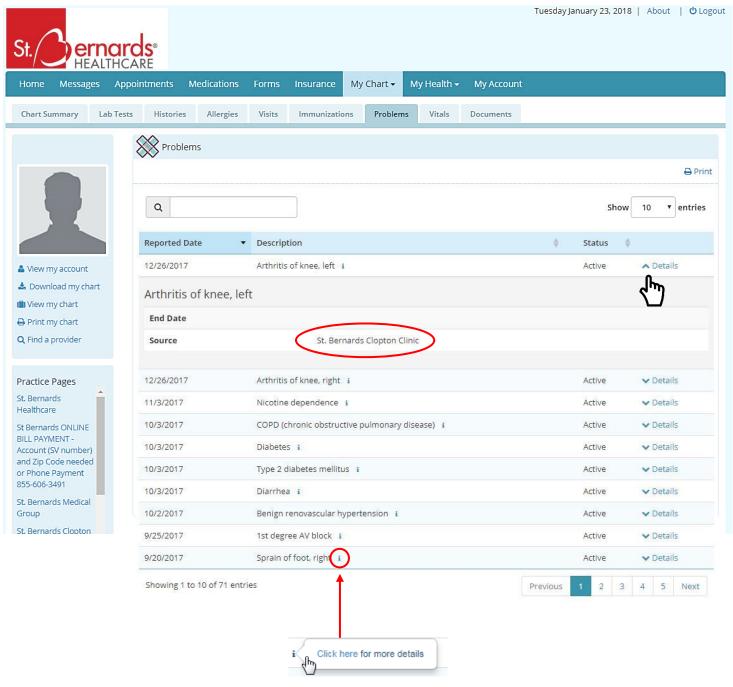
There is an option to view, download or print a copy of your chart summary as well as a brief note about that particular visit. This is the shortened version – to get a more detailed note from each visit please call your facility/provider or request copies at your next visit.

"Immunizations" Tab



The "Immunizations" page is going to outline all the vaccines you have had on record. This may not be a complete list – if you see you are missing recent or historical vaccines be sure to contact your provider so they can keep your medical records up-to-date. If you click the "Details" link it will provide you with more information, like where this particular vaccine was administered and the source.

"Problems" Tab



By clicking the small blue "i" next to a particular problem will send you to an outside website called MedlinePlus Connect, which will give you more information about your listed diagnosis.

(See next page for example)

The "Problems" page will allow you to view ALL your associated diagnoses.

"MedlinePlus Connect" Link

NIH) U.S. National Library of Medicine



2 results found.

Español

MedlinePlus Connect found the following health information for your request. Always consult your health care provider about your specific situation.



Arthritis

If you feel pain and stiffness in your body or have trouble moving around, you might have arthritis. Most kinds of arthritis cause pain and swelling in your joints. Joints are places where two bones meet, such as your elbow or knee. Over time, a swollen joint can become severely damaged. Some kinds ... More on Arthritis

Selected resources

- · Arthritis (Medical Encyclopedia)
- · Osteotomy of the knee (Medical Encyclopedia)



Leg Injuries and Disorders

Your legs are made up of bones, blood vessels, muscles, and other connective tissue. They are important for motion and standing. Playing sports, running, falling, or having an accident can damage your legs. Common leg injuries include sprains and strains, joint dislocations, and fractures. These ... More on Leg Injuries and Disorders

Selected resources

- · Blount disease (Medical Encyclopedia)
- . Bowlegs (Medical Encyclopedia)
- Common peroneal nerve dysfunction (Medical Encyclopedia)
- · Femoral nerve dysfunction (Medical Encyclopedia)
- Femur fracture repair discharge (Medical Encyclopedia)

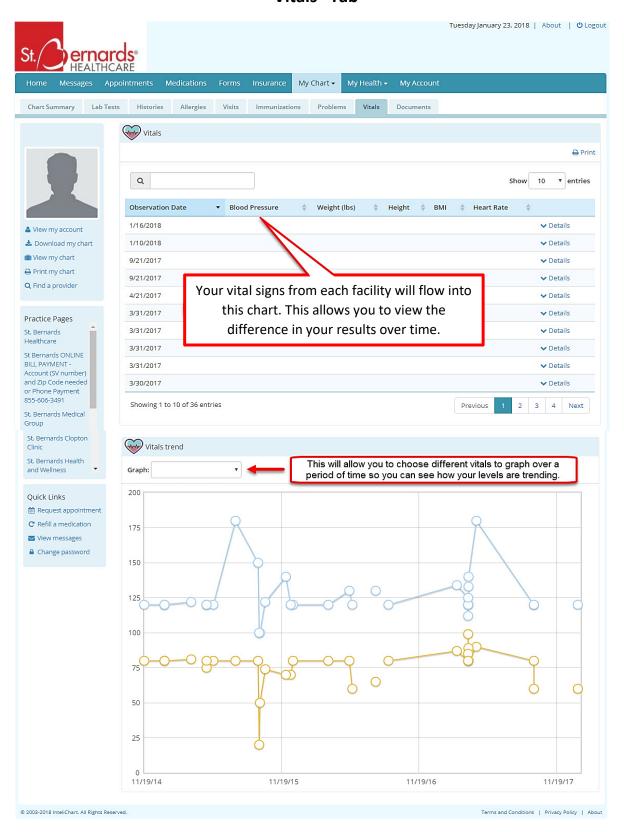




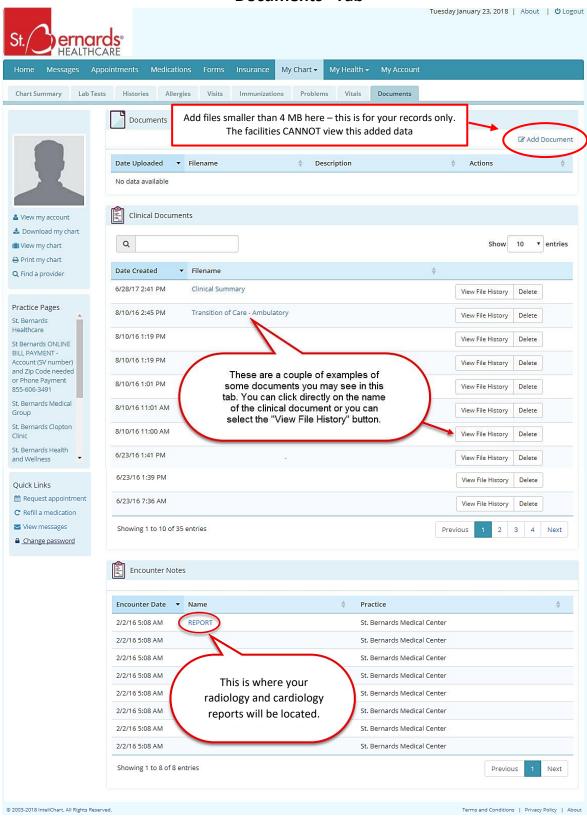
MedlinePlus Connect will help you access better health information through the portal. MedlinePlus Connect provides health information using standard clinical vocabularies for diagnoses (problems), medications, and lab tests. For more details you can visit the website directly

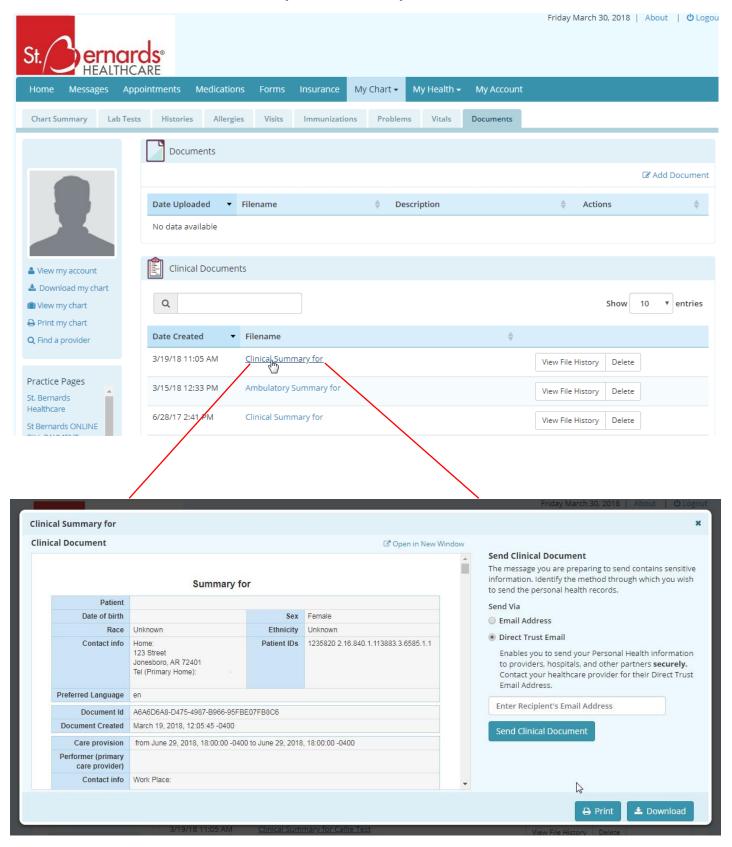
http://medlineplus.gov/connect

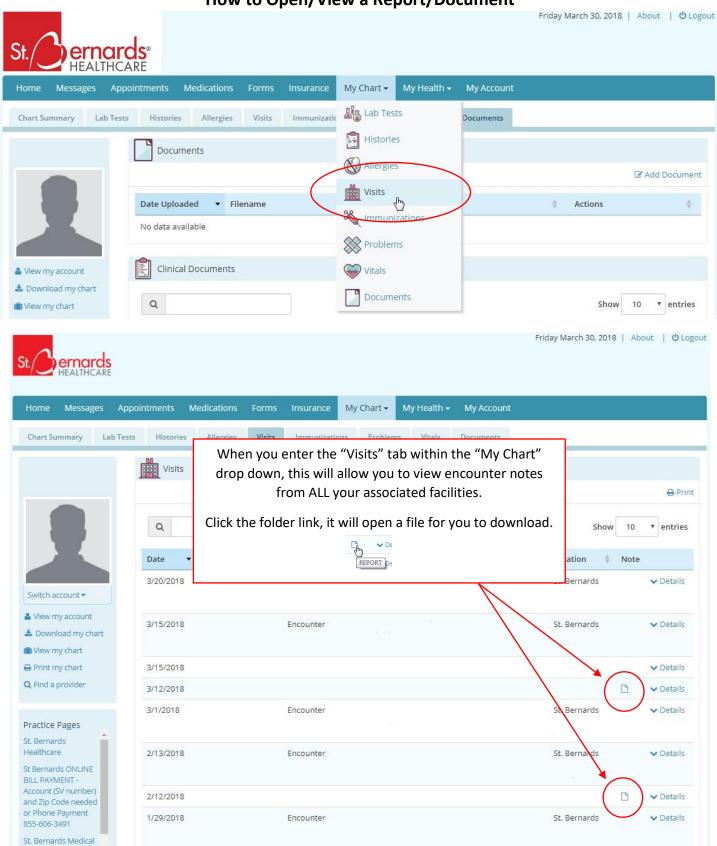
"Vitals" Tab

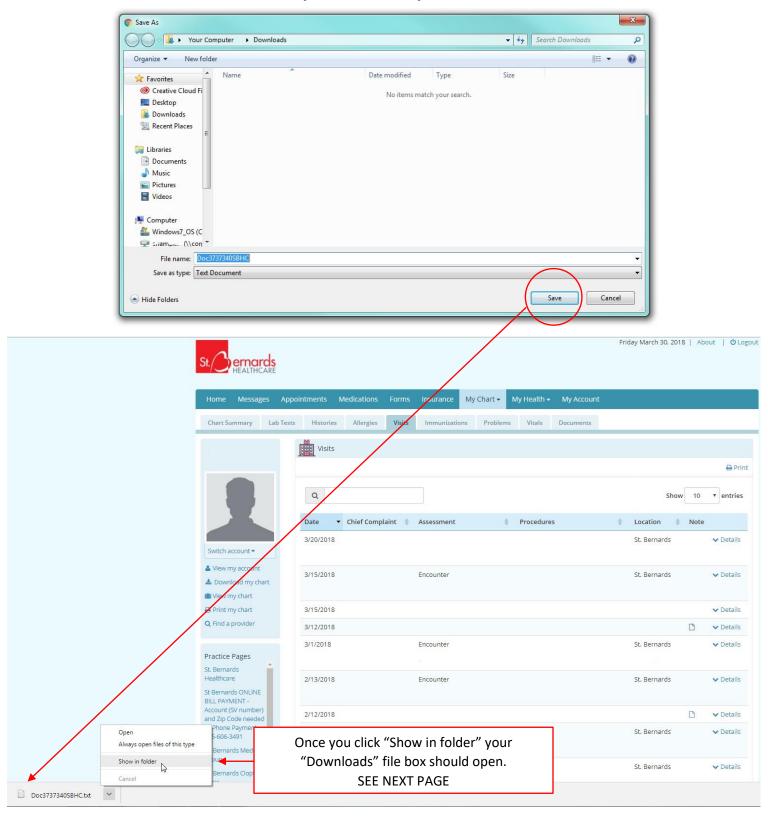


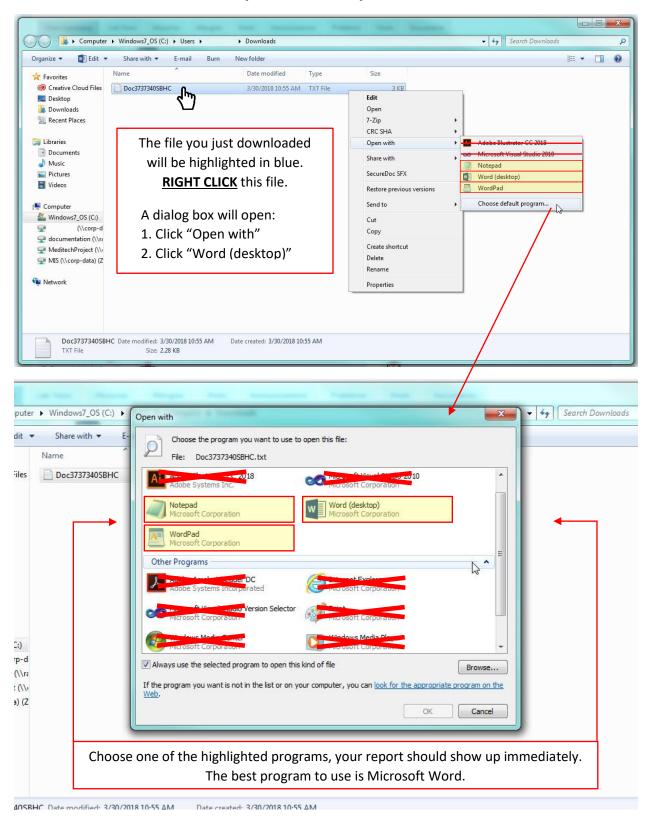
"Documents" Tab



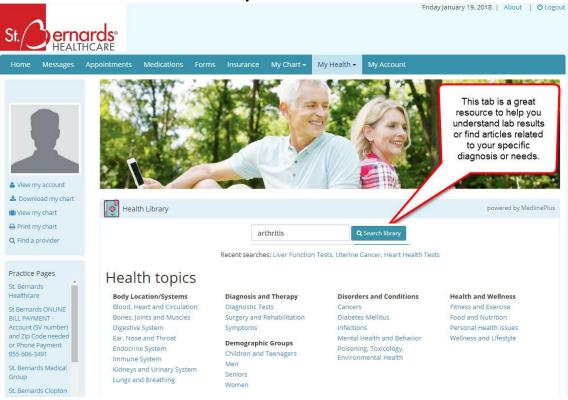


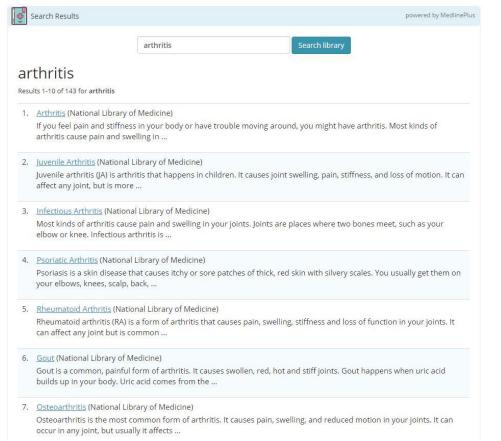




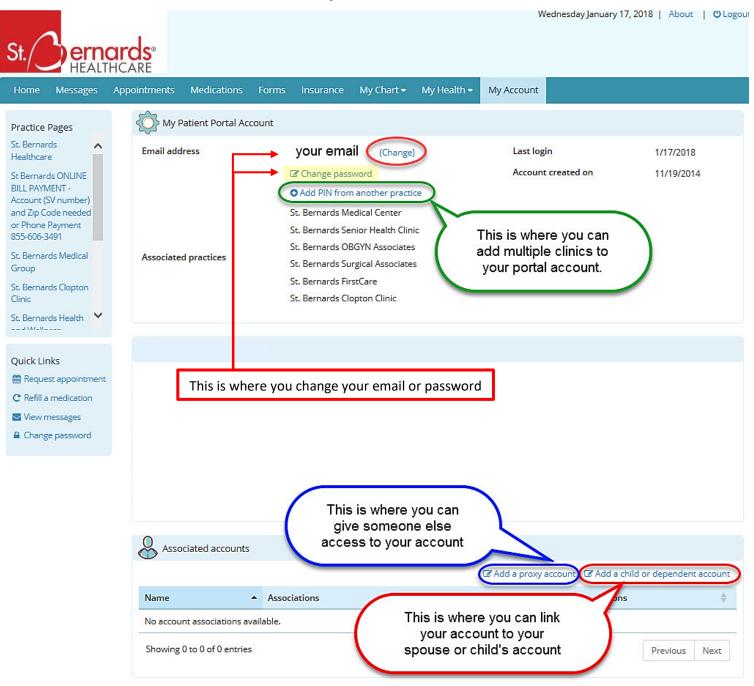


"My Health" Tab





"My Account" Tab



Every account must have a unique email address – you can link your family members account to yours and they will be associated. Giving someone proxy allows them full access to view your chart.

See next page to view the account access pop-up screens.

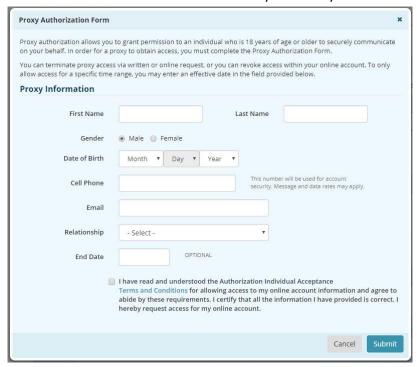
Linking Accounts and Proxy Access



This pop-up screen will appear once you click the "Add a child/dependent account" link (see page 23).

The account holder must be 11 years or younger.

You must obtain their PIN from the facility to active your access.



This pop-up screen will appear once you click the "Add a proxy" link (see page 23).

To give a family member or friend proxy access you must fill out this information and they will be sent an email and text with a PIN.

They must accept the invitation and put in a passcode to view your account.

