



**My Health
Record**



**FLINT HILLS
COMMUNITY
HEALTH CENTER**
YOUR HEALTH + MORE

MANAGE YOUR HEALTH FROM YOUR OWN HOME.

**TOOLS AND RESOURCES TO HELP
YOU MANAGE YOUR HEALTHCARE.**



A NEW WAY OF LOOKING AT WELLNESS

My Health Record tools and resources enable you to quickly and easily manage your healthcare.

MANAGE YOUR APPOINTMENTS

Request and schedule appointments, view upcoming appointment details, and get directions to your appointment location.

VIEW YOUR MEDICATIONS

Request medication refills and view your current and past medications including dosage, prescription dates, remaining refills, and prescriber information.

VIEW AND MANAGE YOUR HEALTH

View, download, and send your most up-to-date health records on any internet-enabled device. View your current vitals, immunizations, lab results, and other important health information.

SEND SECURE MESSAGES

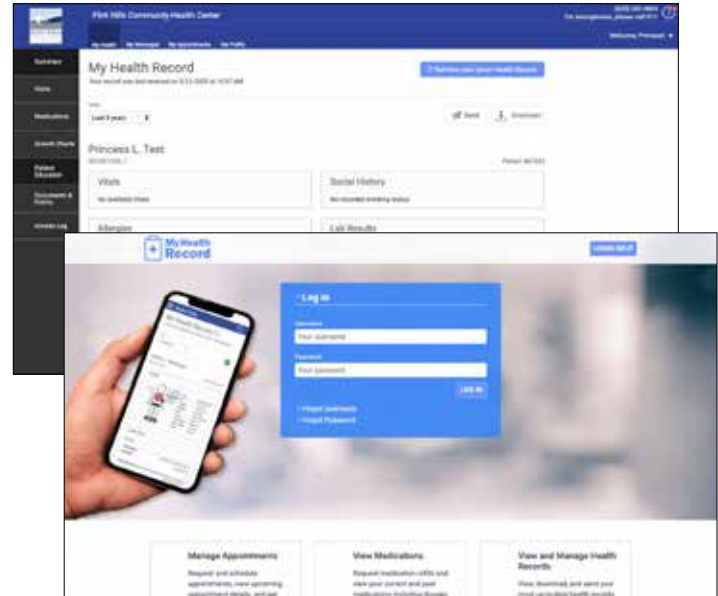
Send and receive secure messages to and from your provider. You'll be able to securely ask medical and insurance questions, request medical records, and send documents and forms to your provider.

HOW TO GET STARTED

My Health Record is part of our commitment to use innovative technology to help put you in control of your healthcare. To use the portal, patients will be emailed an activation link upon request.

To Learn More:

- 1) Click on the activation link from your email
- 2) Set-up by entering your personal information



EXPLORING MY HEALTH RECORD

- 1 My Health
- 2 My Messages
- 3 My Appointments
- 4 Pay My Bill
- 5 Retrieve your latest Health Record
- 6 Visits
- 7 Medications
- 8 Growth Charts
- 9 Patient Education
- 10 Documents & Forms



MEDICATION REFILL

The My Medication Page

The My Medications page allows you to view all of your current and past medications. If your provider allows it, you can also request medication refills.

Select My Health and then select **Medications**. After selecting **Medications**, you will see (if your practice participates in this feature) the **Request Medication Refill** button. In the **Medications** page you will see a list of your past and current medications (if you have any).

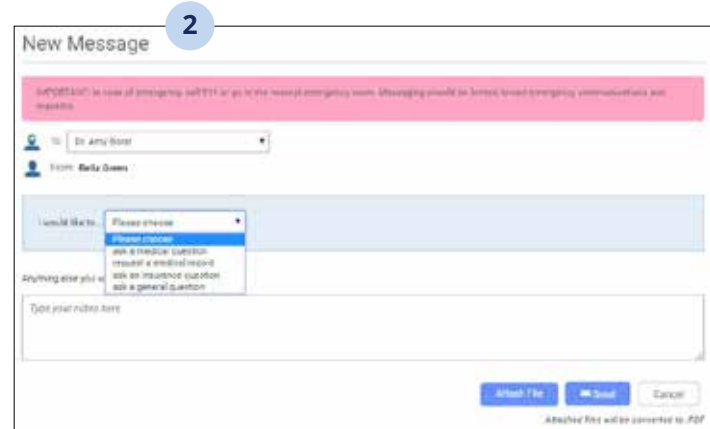
Request a Medication Refill

- 1 Select the **Request Medication Refill** button.
- 2 On the next page select a medication from the list, select a pharmacy (if you only have one pharmacy listed, the radio button will already be selected), and then select **Submit**. (*Note: Your practice may also allow you to manually enter a medication name, allow you to add a phone number, or allow additional comments.*)
- 3 A success notification then appears.
- 4 A copy of this information was also added to your sent messages folder. To access this message:
 - a. Select **My Messages** and then select **Sent** from the drop-down.
 - b. Select the message that says "Medical Refill Information". You will then see a copy of the medication refill information you submitted on the left side.

MESSAGING MY PROVIDER

Creating a New Message:

- 1 Select the **+New** button
- 2 In the next screen, select your provider from the **To** drop-down. *(It is very important you select a provider otherwise the message WILL NOT go directly to your provider or their staff right away.)*
- 3 Select a question from the **I would like to ...** drop-down.
- 4 Your written answer will then depend on which question type you select (if more than one available). For example, if you select “ask a medical question,” you will then be able write your answer to the question “What is the symptom/condition?” The maximum subject length is 50 characters.
- 5 To change the question type, select Change question type.



- 6 You can also add additional notes to your message by filling in the **Type Your Notes** here field.
- 7 You can also optionally attach files to your message by selecting the **Attach File** button. After selecting **Attach File**, navigate to the file on your device and then select Open. (*Note: Only the following formats are accepted: DOC, DOCX, GIF, JPEG, PDF, PNG, RFT, SVG, TXT, XLS, XLSX, or XML. The maximum file size is 5 MB.*)
- 8 To delete an attachment before you send it, select the **X** next to your attachment.
- 9 Select **Send** when finished.

The screenshot shows a web form titled "New Medical Question". At the top, there is a pink banner with the text: "URGENT! is case of emergency call 911 or go to the nearest emergency room. Messaging should be limited to substance abuse and related." Below this is a "To:" field with a dropdown arrow and a "From:" field containing "Bele Green". A blue instruction text reads: "Please give us a little more information below before sending." The form has three main input areas: 1) "What is the symptom/condition?" with a text box containing "Example" and a note "(Maximum subject length is 50 characters)" and a "Clear content" link. 2) "Anything else you would like us to know?" with a text box containing "Example". 3) An attachment area with a red arrow pointing to a "Remove" button with an 'X' icon. At the bottom right, there are three buttons: "Attach File" (with a red arrow pointing to it), "Send", and "Cancel". A note at the bottom right states "Attached files will be converted to PDF". A blue circle with the number "7" is overlaid on the bottom right of the form.

PAY MY BILL

To Make a payment:

- 1 Select **Pay my Bill** (Note: If your provider uses a third-party for bill payments, you will be taken to the third-party site after selecting **Pay My Bill** and will submit your payment there.)
- 2 The payment page opens. Here you will see your balance and be able to make a payment. Simply fill in all the required fields and select **Submit**.
- 3 After a successful payment, you will see a success message. This information will also show up as a Sent message in **My Messages** page. You will also receive a receipt in your personal email on file.



For additional help, visit help.myhealthrecord.com