How to Participate in MyBothwellHealth Patient Portal

The MyBothwellHealth Patient Portal provides people who have been an in-patient (spent overnight time at the hospital for treatment) at Bothwell Regional Health Center or people who are patients in one of Bothwell's clinics with access to information in their medical record. These clinics include Bothwell Ear, Nose & Throat, Bothwell Family Health, Bothwell Internal Medicine, Bothwell OB/GYN Associates, Bothwell Health Center –Truman Lake and Cole Camp Clinic.

Registration for the MyBothwellHealth portal must be done in person by meeting with a specially trained navigator at Bothwell Regional Health Center or at one of the Bothwell clinics listed above. Participants must agree to abide by the portal's terms and conditions before being cleared for use. Please see the information below on use of our secure patient portal.

Availability of the Patient Portal

Access to this secure Patient Portal is an optional service, and may be suspended or terminated at any time and for any reason. If service is suspended or terminated, we will notify you as promptly as we reasonably can.

How to Use our Patient Portal:

- 1. Sign up at Bothwell Regional Health Center or one of the Bothwell clinics. To register you must be at least thirteen (13) years old.
- 2. Review the Patient Portal User Agreement (or Terms & Conditions) and electronically submit the Agreement by clicking Accept. *Note: By selecting "Accept" you are indicating that you have read and fully understand the User Agreement, therefore creating an electronic signature of acceptance.
- 3. After Agreement to Abide by the Patient Portal Terms of Use is completed or accepted, you can expect to see a "Welcome" email. This email will instruct you on how to completed enrollment, create login and password.
- 4. If enrolled by medical records, once logged in to the Portal, you should go to "Preferences" on the bottom of the page to change your password to something only you will know. This is essential to ensure your information remains secure and private.
- 5. After the above is completed you should be all set to use the Patient Portal.

Available Components:

Homepage: Allows you to view the following components of your medical record. Here you can also make suggestions on how we can improve our site.

Messages: Allows you to send and receive secure email to/from your Bothwell physician(s). Use of this is very similar to standard email.

Health Record: Allows you to view information entered into core parts of your electronic health record (e.g. allergies, lab results, radiology reports, medication lists, and visit history, etc.) These are available for you to review and check for accuracy as well as print for other physicians or to keep for your records. If needed, you may obtain a full copy of your electronic health record by contacting Medical Records at 660.827.9594. Results of diagnostic tests or lab work should be available for viewing within 72 hours.

Medications: Allows you to view your current and past medications entered by your physician or clinical staff.

Appointments: Allows you to view your past visits and see upcoming appointments. **Profile:** Contains your demographic information, insurance and personal contacts. Allows to view and request changes to your information.