Patient Portal
How-To for Patients

➢ Inform your Missouri Highlands Clinic that you would like to register for the Patient Portal.
➢ The clinic will ask for a good working phone number and email address.
➢ The clinic will then send you an email inviting you to register for the Portal.
➢ When you receive that email, open it. There will be a button that says "register", click the button.
➢ The email will prompt you to receive a code by call or text. Select the option that works best for you.
➢ Once you have received and entered the code, you will then create your own password. (Tip: write your password down, so you will not forget).
➢ Once you have created your password you will then have access to your Patient Portal.

What can you do on the Patient Portal?

▪ **View patient history**- the reason for your office visits, the dates of those appointments, and a list of vaccinations you might have had.
▪ **View Appointments**- Past and upcoming appointments. You can also schedule your own appointment.
▪ **Send messages** to your Missouri Highlands Provider.
▪ **Billing**- make payments, review current and past statements, review payment history, and message our billing department with questions.
▪ **Your Health**- Review test results, view medications, request refills, and view the Pharmacy we have on file for you.
▪ **Care Summary**- review what provider you seen on each date-of-service, the reason for that visit, plan of treatment, labs for that date-of-service, and the medications prescribed.
▪ **View Your Medical History** with your Missouri Highland clinics and download your own Medical Records.
▪ **Medical Forms**- you can download the medical forms to fill out before your visit (Patient Demographics, Consent to Treat, Sliding Fee Application, ADHA Teacher Assessment, and more).
▪ **Task & Tools**- Health Reminders, list of referrals, learning material, and more.
▪ **View Profile**- View your personal information, change your password, check the insurance on file, and add family members to view your information on the Portal (optional).

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