



Guide to the Patient Portal

The patient portal will allow you to view and edit selected information prior to your appointment. Access the portal by visiting mountainwestderm.ema.md Do not include *www.* or *https://* before the web address. This website is best viewed using Mozilla Firefox, but Chrome and Explorer browsers also work.

Your user name and password will be assigned by our office staff. If you have not received your username or password, please call us at (208) 528-6653 and request that information.

Please note the tabs on the left of the screen after you log in. You will work through each tab during this process.

- The **Contact Information** and **Insurance** tabs are for you to review, update and verify the information. Fields that are shaded cannot be altered in the portal. Please bring any differences to our attention at your appointment and we will gladly update your record. Please update all other fields, with close attention to the language and race & ethnicity fields.
- The **Pharmacy** tab allows you to enter your pharmacy information so that your doctor can electronically send your prescriptions.
 1. Click on the "Pharmacy Search" tab.
 2. You can search for pharmacies by filling in as much information as you can in the "filter". We recommend entering the pharmacy name, state and city. Once you click on search, a list of pharmacies will appear. If you don't see your pharmacy, try to search by state and city only. (Remember that your pharmacy has to be a Sure scripts pharmacy, so you may not be able to find a local independent pharmacy.)
 3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
 4. Verify the name, address and phone number of the pharmacy. Click on the "next" button. If you have selected the wrong pharmacy, click on the remove button in blue, and start your search over.
- The **Medications** tab allows you to enter all of your current medications. (Most over-the-counter medications should populate as well)
 1. If you are not currently taking any medications, click on the "mark no medications" tab at the top of the page.
 2. Click on the blank field next to drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text "add with unspecified dispensable." You will then see your medication listed below. You can add as many medications as you like.
 3. If you cannot find the correct medication, you can always click in the box next to "other" and type in your medication.
 4. If you have selected a medication in error, simply click on the blue delete button to the right of the medication you want to delete.
 5. You may add additional information into the blank fields next to each medication (frequency, date started), but you do not have to.
 6. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

- The **Allergies** tab allows you to enter any known drug allergies.
 1. If you have no known drug allergies, click on the “**mark no known allergies**” tab at the top of the page.
 2. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
 3. As always, there is an “other” box for you to type in any allergy that you cannot find.
 4. You may select the type of reaction you experienced with that allergy, but you do not have to.
 5. As with medications, if you select an allergy in error, click on the blue delete button to the right of the allergy you wish to delete.
 6. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Past Medical History** tab allows you to enter your medical history and surgical history.
 1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click in the box next to “other” and type the condition in the box.
 2. If you have selected something by mistake, click on the box again and the check mark will disappear.
 3. Scroll down to enter your surgery history the same way.
 4. If you have no medical conditions and/or previous surgeries, please click the box next to “none”.
 5. Once you are finished, scroll to bottom of the screen and select “Save and Continue”.

- The **Skin Disease History** tab allows you to enter any previous skin problems.
 1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the “other” box and type in your condition.
 2. If you have no previous skin problems, please select “none”.
 3. Scroll down to answer more questions regarding your skin cancer history.
 4. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Social History** tab allows you to document drug, alcohol and smoking history.
 1. Click on the box under “smoking status” and a drop down box will appear. Click on the statement that applies to you.
 2. For other history items, click on the box that applies to you. If none apply, select “none”.
 3. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Family History** tab allows you to document health conditions of your relatives.
 1. In the Family History field, begin typing health conditions. Our software recognizes medical terms, not common terms (i.e. myocardial infarction vs. heart attack). If you enter medical terms, a list of possible choices will appear. Select the one that best describes your family circumstances. Select the family members who have the selected condition. We are mostly interested in mother, father, brothers, sisters, sons and daughters.
 2. To add additional conditions, begin typing them in the “Family History” field as before.
 3. If you want to delete a condition, click the blue delete button to the right of the condition.

- The **Problem List** tab allows you to view any condition your doctor has diagnosed you as having and the date you were given that diagnosis. You are not able to change any information in this tab.

- The **Tests and Results** tab allows you to view any test or lab that was performed or ordered for you. You can also see the results of those tests or labs if they have come back. For example, all biopsies and blood work should be here for you to view. You are not able to change any information in this tab.