



## PATIENT PORTAL INSTRUCTIONS


We know your time is valuable! We kindly ask that you complete the requested information below at least 48 hours before your appointment. This will make your time in the office so much smoother, allowing for our team to see you faster and be equipped with the knowledge that we need to provide you with the best care possible. We've laid out instructions below. Please read through carefully, and if you run into any issues, we're here and happy to help. We can even schedule a time to complete the information together if you prefer. Just give us a call at 239.936.4706.

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## SETTING UP YOUR PORTAL


### STEP 1 • *Logging In*


Once you are logged in, click on the My Health tab in the top navigation bar if it doesn't automatically take you there.

 My Health



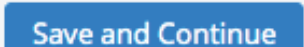
 Appointments

 Messages

 Tests and Results

### STEP 2 • *Contact Info*

To the left, there are various tabs; start with filling out Contact Info.

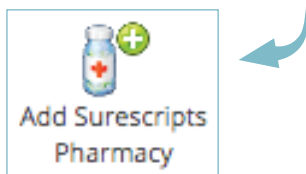
- 2.a Some information may already be filled out; take a peek and confirm that the information is correct.
- 2.b Please fill out everything to the best of your ability, even if it's not labeled as required. If it does not apply to you, leave the space blank.
- 2.c Click 

### STEP 3 • *Insurance and Pharmacy*

Fill out the next section for insurance and pharmacy information.

3.a Insurance information should already be filled out; simply confirm that it is correct.

3.b Click 'Add Surescripts Pharmacy'



3.c Find your pharmacy by applying filters.

3.d Once you've found your pharmacy, select it and click [Save and Continue](#)

3.e No pharmacy? No problem. Simply select one that might be convenient for you should you need a prescription locally called in.

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### STEP 4 • *Medications*

Fill out Medications. You should list all medications you are currently taking.

4.a Search for the drug name.

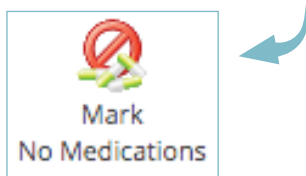
4.b Select the most appropriate one listed under Name.

4.c Then, select the most appropriate option from the Dispensable Drug Name list.

4.d Fill out the remaining details.

4.e Repeat until you have added all current medications.

4.f Not taking any medications? Click the 'Mark No Medications' button.

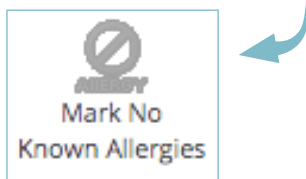


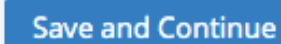
4.g Click [Save and Continue](#)

## STEP 5 • *Allergies*

Fill out Allergies. Add all known allergies to this list.

- 5.a Start typing your allergy in the box under Add New Allergy.
- 5.b It should start to populate options; select the best one.
- 5.c Describe your reaction and add additional details.
- 5.d If you're unable to find your allergy, add it in the Other Allergies section.
- 5.e No known allergies? Click the 'Mark No Allergies' button.

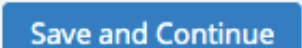


- 5.f Click 

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## STEP 6 • *Medical History*

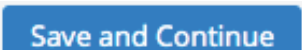
Fill out Past Medical History.

- 6.a Fill out Past Medical Conditions by checking the boxes of the conditions that apply. Provide details as needed.
- 6.b Fill out Past Surgeries by checking the boxes of the surgeries that apply. Provide details as needed.
- 6.c Click 

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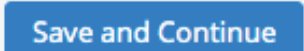
## STEP 7 • *Ocular History*

Fill out Ocular History.

- 7.a Fill out Ocular History by checking the boxes of the conditions that apply. Provide details as needed.
- 7.b Fill out Ocular Surgical History by checking the boxes of the surgeries that apply. **Please use the "Notes" section to include: 1) Name of Surgeon and 2) Approximate Date of Surgery.**
- 7.c Click 

## STEP 8 • *Social History*

Fill out Social History.

- 8.a Fill out Smoking Habits.
- 8.b Fill out Alcohol and Drug Use.
- 8.c You may skip 'Other' if you have nothing to add.
- 8.d Click 

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## STEP 9

You may skip:

- Quality Measures
- Implantable Devices
- Family History (this will be completed during your appointment by a technician)
- Problem List (this will be completed during your appointment by a technician)

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As long as you have saved each section, no other actions are needed; you're all set up! Now that your portal is active, you can:

- View Past and Upcoming Appointments in the Appointment section (*Please note that this is not where you will confirm or change appointments*).
- You can message a Collins Vision team member in the Messages section.
- You can view any testing results in the Test and Results section.



**CollinsVision.com | 239.936.4706**  

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