

# MyKaleida Patient Portal Guide

## MyKaleida

This Quick Reference Card has been designed to direct you through your MyKaleida Patient Portal experience. MyKaleida is an online management tool to assist you in managing your health. If you have further questions regarding your MyKaleida account that are not covered in this document, please contact our support team at 859-7777.

## Creating an Account

1. Once you have signed up for a MyKaleida Patient Portal, you will receive an email invitation that will include instructions on how to claim your account, as well as details about the portal. Click the link in the email to begin the activation process.
2. Upon clicking the activation link, you will be prompted to indicate whether you are claiming the invitation for yourself or on behalf of another individual (e.g. child or spouse).
3. After indicating who you are claiming the account for, you will be prompted to enter the patient's date of birth and their security key that was chosen during sign up.
4. You will now be prompted to create your username and password.
5. Complete the required information and click the **Create Account** button. You will now have access to your medical record.

## MyKaleida Homepage

The MyKaleida Patient Portal homepage provides quick and easy access to all of the MyKaleida Patient Portal important features. There are two sections of the homepage: the navigation sections across the top right of the page and the quick links located across the bottom.

Common navigation sections located across the top right include the **Health Record** that connects you to your personal health information. Here you are able to view information such as allergies, immunizations, medications, procedures, lab results, health issues, discharge information (including instructions or summaries) and health education.

## Health Record

The **Health Profile** section of the Health Record provides a quick view of your:

- Active Medications
- Current Allergies
- Current Health Issues
- Immunization Record

Health Profile	Current Medications	
Results	lisinopril 20 mg oral tablet Started on: Feb. 26, 2013	Ordered by: Haynie MD, Holland Dose: 1 tab(s) Frequency: Once Daily Route: PO
Documents		
Procedures	metoprolol 50 mg oral tablet Started on: Feb. 26, 2013	Ordered by: Smith MD, Bob Dose: 1 tab(s) Frequency: BID Route: PO
Download & Send		
<b>Current Allergies</b>		
Allergy	Reactions	Date Identified
penicillins		
Shellfish	Hives	
<b>Health Issues</b>		
Condition	Date Identified	Status
Congestive heart disease	2008	Active
HYPERTENSION	1995	Active

The **Results** section of the Health Record provides a view of discrete lab results from Kaleida Health's electronic medical record.

- Some lab results (e.g. HIV preliminary test) will not display due to their sensitive nature.
- Labs processed by other organizations will not display.
- Results display the Name, Result (including normal ranges), and Date of the particular result. Normal ranges are established by Kaleida Health. To display additional details, click on the individual Lab Result.

Health Profile	Back to Results	
Results	<b>MCHC Results</b>	
Documents	High 38.9 %	More info
Procedures		
Download & Send		
	Feb. 26, 2013 - 3:10 p.m. PST	
	High 38.9 %	More info
	Feb. 26, 2013 - 2:54 p.m. PST	
	High 38.9 %	More info
	Feb. 21, 2013 - 2:24 a.m. PST	

# MyKaleida Patient Portal Guide (Page 2)

## Health Record (Cont.)

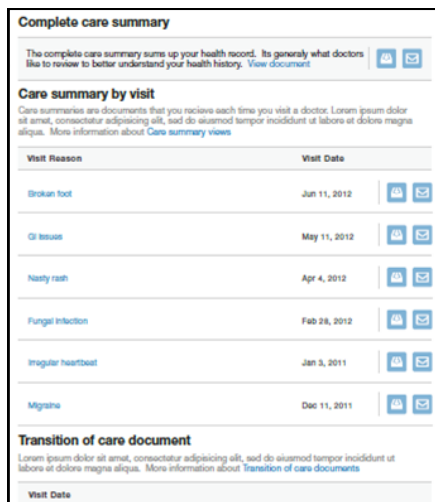
The Documents, or Discharge Information, section provides you with a view of the documents in your electronic medical record. This may include discharge instructions, discharge summaries, clinical notes made by your provider or care team, education content, or other text based documents. In this section, you may view a document or download a document to your personal computer.



## Download and Send Record

The share record feature allows you to transmit your health information to a different provider or organization.

Downloading your record: You will be presented with a list of your encounters with Kaleida Health. Clicking the download icon, located to the right of your visit reason, will allow you to download and save a copy of your information to your personal computer.



## Download and Send Record (Cont.)

Sending your record: Clicking the envelope icon, located to the right of your visit reason, will prompt you to send your record. To send your record, you will need the direct email for the provider you wish to send it to. The direct email is not a gmail, yahoo, or exchange email. The address should be provided by your provider.