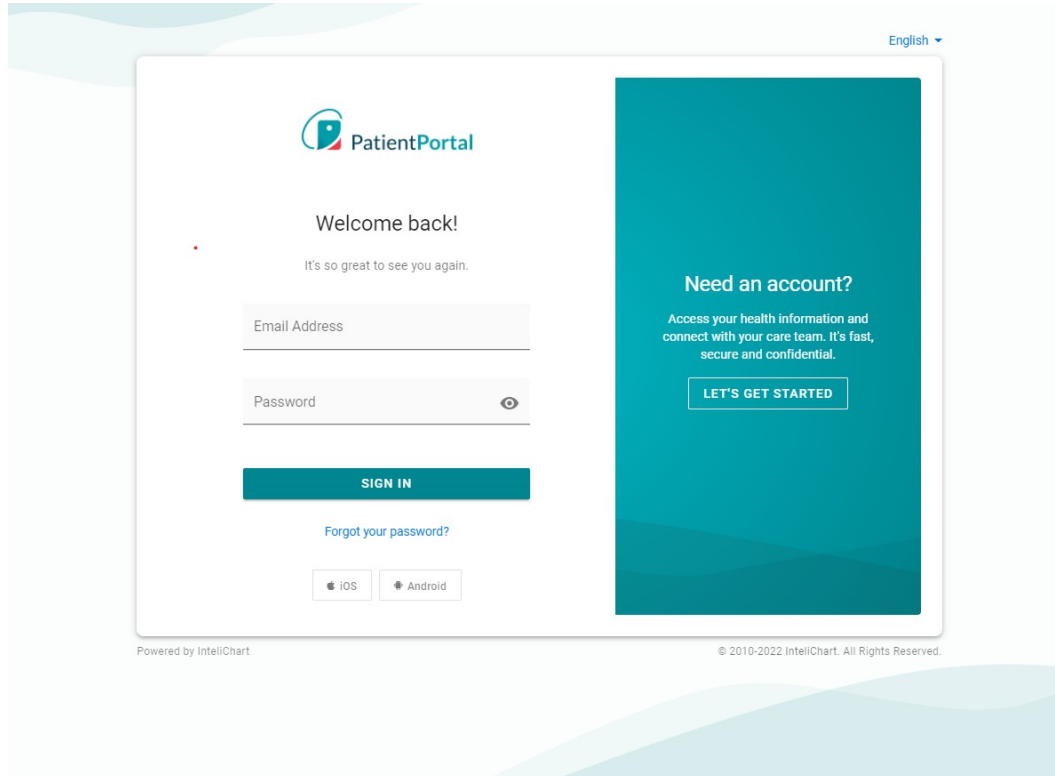


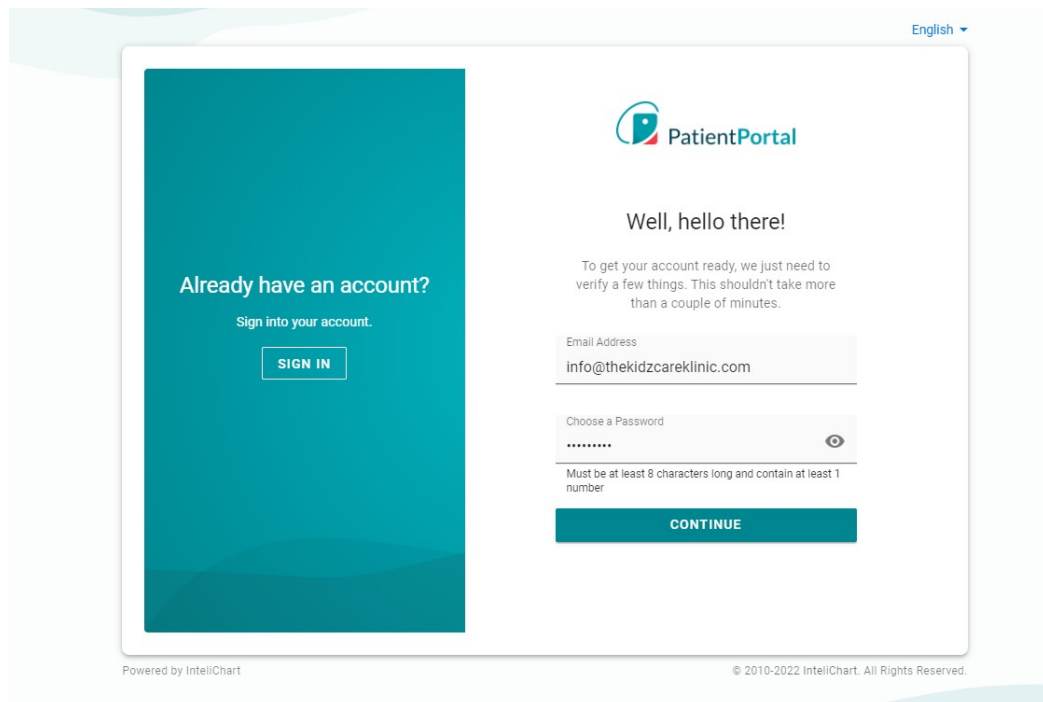
Patient Portal Instructions

Step 1: Navigate to <https://patientportal.intelichart.com>.

If you are a returning parent who has an account and wants to add a child/dependent, log in under the “Welcome back!” section. If you have never logged into the patient portal, click “Let’s Get Started.”



Step 2: Create an account using the email address on file with The Kidz Care Clinic. Once you have created a password, click “Continue.”



Step 3: There will be a series of questions as follows. The first will ask if your provider gave you a PIN; select “Yes” if you have already received your pin from someone at TKCK. If you have not, please contact someone in the office for them to give you the unique PIN required.

After clicking “Yes,” it will ask who you are registering. You will need to click “Child/Dependent.”

This will prompt the website to display an area for you to type in the unique PIN that the clinic provided you with. Along with the PIN, you will need to provide the child’s date of birth.

The screenshot shows the PatientPortal registration interface. At the top is the PatientPortal logo. Below it, the question "Did your provider give you a PIN?" is followed by two buttons: "Yes" (highlighted in blue) and "No". The next question is "Who are you registering?" with two buttons: "Myself" and "Child or Dependent" (highlighted in blue). Below this, the heading "Child or Dependent" is displayed, followed by the instruction "Please provide the following information about the child or dependent." There are two input fields: "Child or Dependent Birthday" with a calendar icon and a placeholder "mm/dd/yyyy", and "Child or Dependent PIN". At the bottom left, there is a link "+ Add another child or dependent". At the bottom, there are two buttons: "BACK" and "CONTINUE".

Step 4: If you are registering more than one child, you may push the “Add another child or dependent” at the bottom left. This should add another section to enter another PIN and date of birth.

**** Every child/dependent will have a unique PIN that can only be provided by TKCK Staff.****

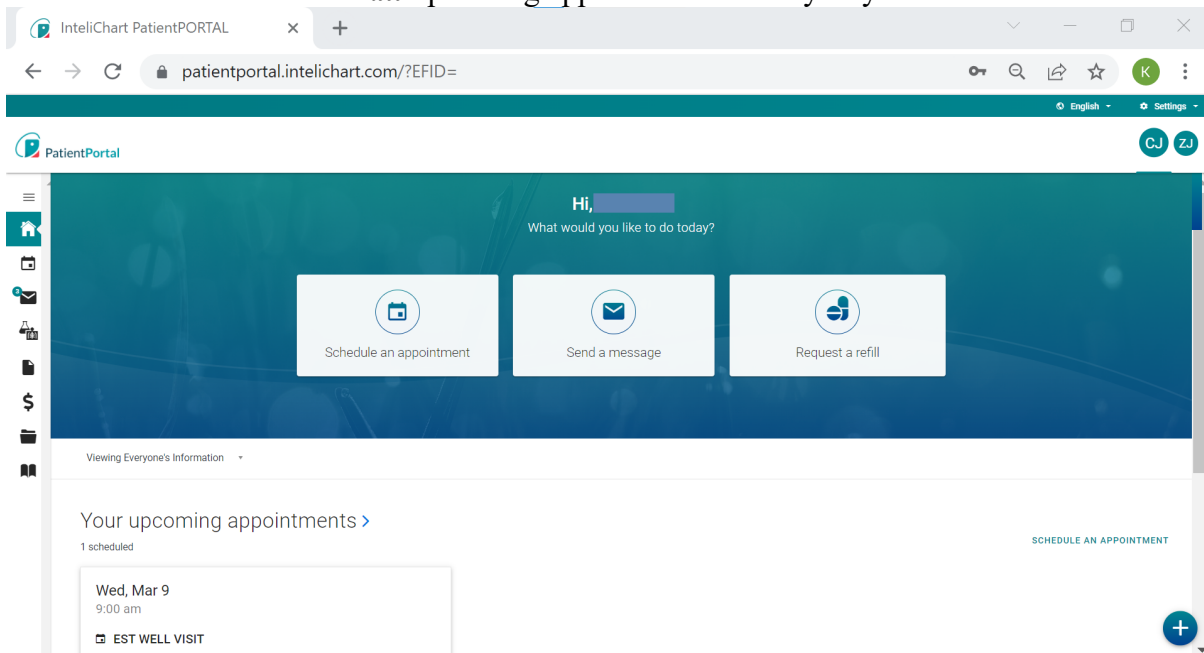
This screenshot is identical to the previous one, but the link "+ Add another child or dependent" at the bottom left is circled in red to indicate its function.

This screenshot shows the registration form after adding a second child/dependent. The heading "Child or Dependent" is followed by the instruction "Please provide the following information about the child or dependent." There are two sections, "Child or Dependent #1" and "Child or Dependent #2". Each section has a "Child or Dependent Birthday" field with a calendar icon and a placeholder "mm/dd/yyyy", and a "Child or Dependent PIN" field. At the bottom left, there is a link "+ Add another child or dependent". At the bottom, there are two buttons: "BACK" and "CONTINUE".

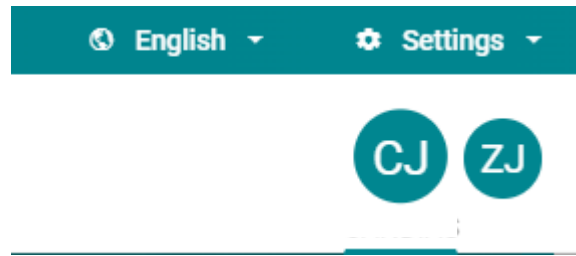
Step 5: Fill in parent/guardian information and choose a security question to ensure your account can be recovered if the password is forgotten. Check the box stating that you have read and agree to the Terms & Conditions and then click “Create My Account.”

The screenshot shows the 'Parent or Guardian' registration page. At the top, it says 'PatientPortal' and 'Parent or Guardian'. Below that, it states: 'Now that we have your child or dependent information, we will now need some information about the parent or guardian.' The form includes the following fields: 'Parent or Guardian First Name', 'Parent or Guardian Last Name', 'Parent or Guardian Birthday' (with a calendar icon and 'mm/dd/yyyy' format), and 'Parent or Guardian Phone Number' (with '(xxx) xxxxxxx' format). There are three radio buttons for 'Parent or Guardian Sex': 'Male', 'Female', and 'No answer'. Below these is a section for a security question: 'For your security, please choose a security question & answer.' It has a dropdown for 'Security Question' and a text field for 'Security Answer'. At the bottom, there is a checkbox for 'I have read and agree to the Terms & Conditions.' and two buttons: 'BACK' and 'CREATE MY ACCOUNT'. The footer includes 'Powered by IntelliChart' and '© 2010-2022 IntelliChart. All Rights Reserved.'

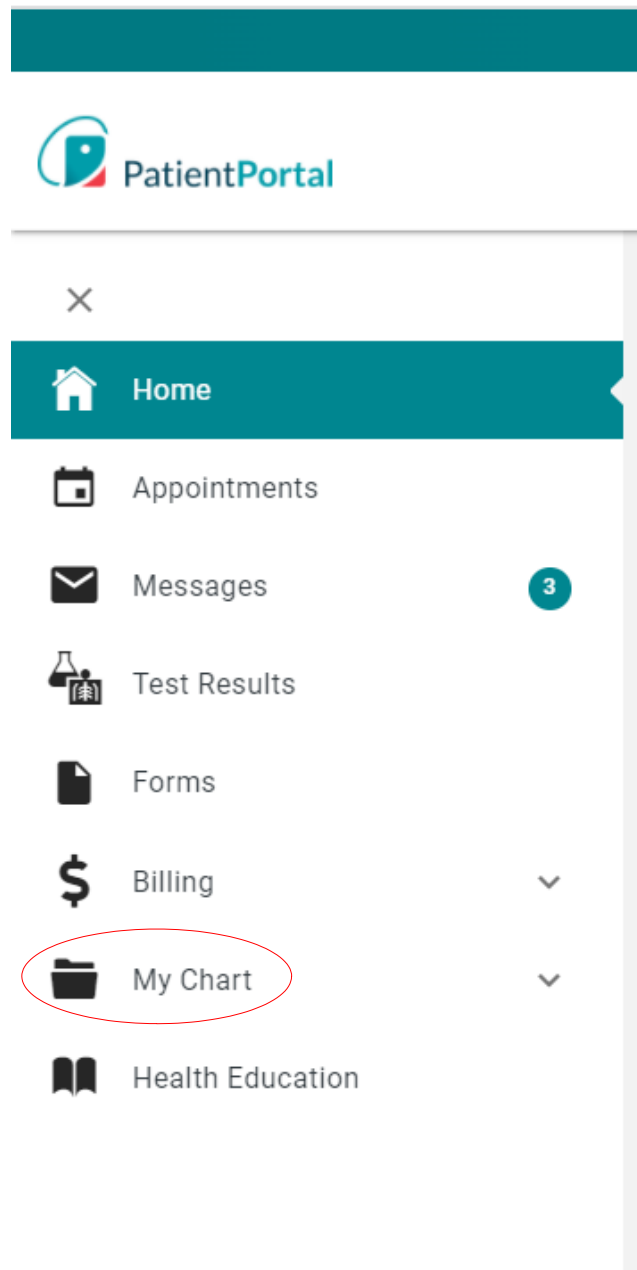
Step 6: Once your account is created, the welcome screen should look as pictured below. From this screen, you may navigate as the parent/guardian. You may request an appointment, send a message, or request a refill. You will also see *all* upcoming appointments for any of your children.



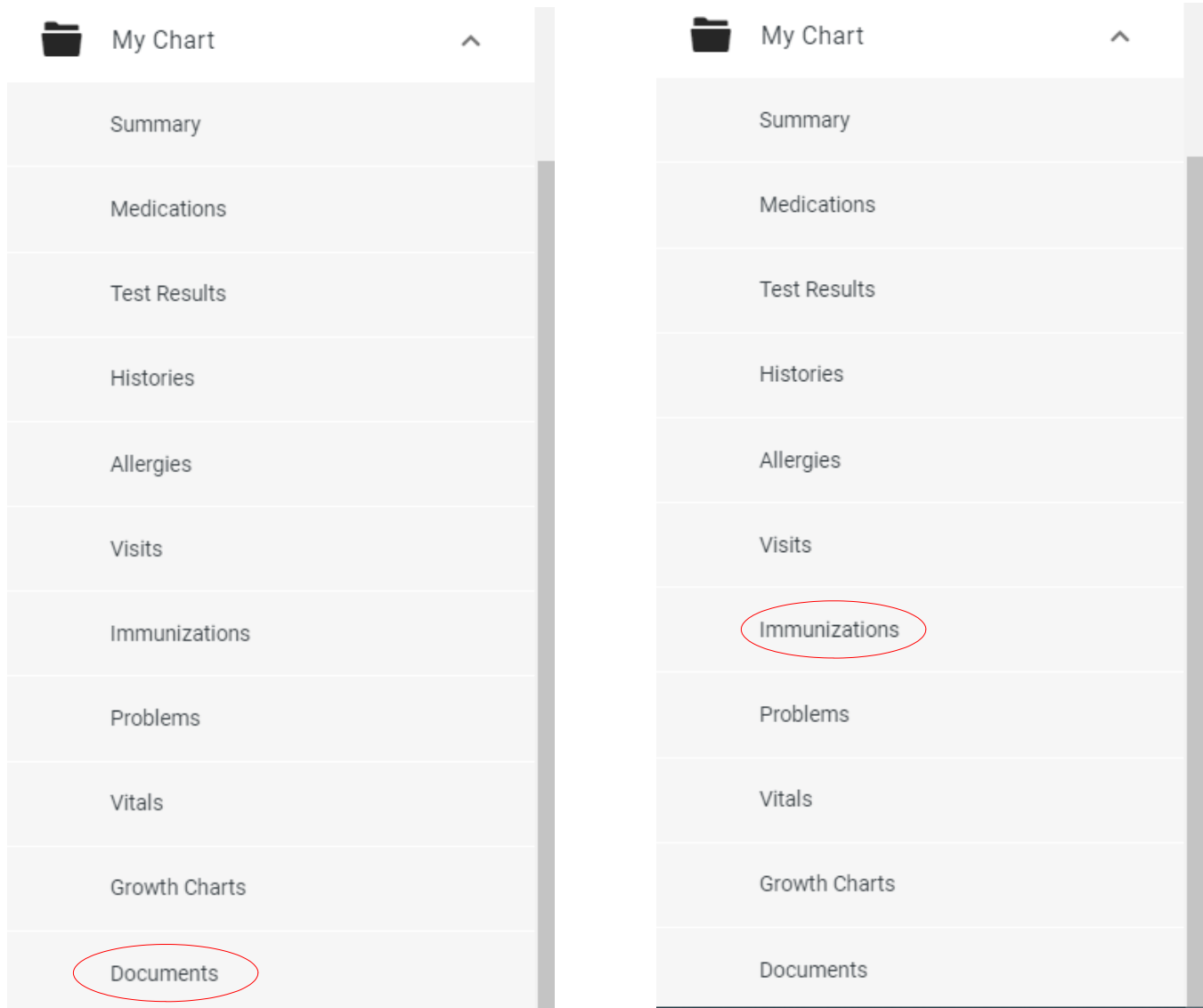
Step 7: To retrieve documents and view lab results, you must be under the child’s name/initials. *For example:* As pictured below, CJ is the parent. In order for the parent (CJ) to access an uploaded physical for ZJ, CJ must click on ZJ’s initials in order to access documents uploaded for him.



Step 8: Once under the right initials, navigate to “My Chart.”



Step 9: All **official** immunization records (121 forms), test results, and miscellaneous forms *uploaded by the clinic* will appear in the “Documents” section. Immunizations listed under the “Immunizations” section will only show vaccines given at THIS clinic. This is not an official record. If an official record is needed, please send a message through the portal to request the form.



Step 10: Any uploaded documents will appear under the “Documents & Encounter Notes” section. To download the form(s) needed, click on the “Name” in blue of the document needed.

For example: If you recently requested a sports physical, click on the blue “Physical.” This should automatically download the file for you to view, print, or save.

My Chart

Summary Medications Test Results Histories Allergies Visits Immunizations Problems Vitals Growth Charts **Documents**

Documents & Encounter Notes

Date	Name	Practice
3/7/22 11:12 AM	Physical	The Kidz Care Clinic
3/7/22 11:11 AM	121	The Kidz Care Clinic
6/30/21 4:16 PM	121	The Kidz Care Clinic
5/7/21 9:16 AM	FORM	The Kidz Care Clinic
5/7/21 8:29 AM	School/Camp Forms	The Kidz Care Clinic

Showing 1 to 5 of 5 entries

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