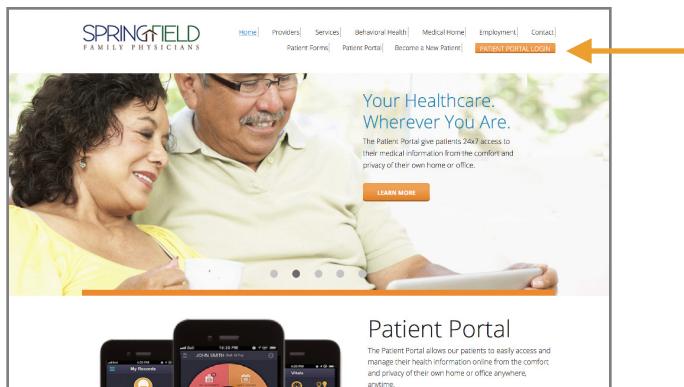


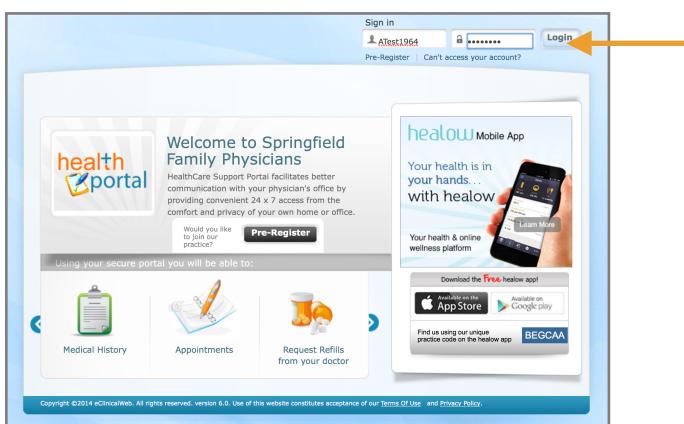
Patient Portal User Guide

To guarantee your information remains private, we ask that you never share your log-in or password.



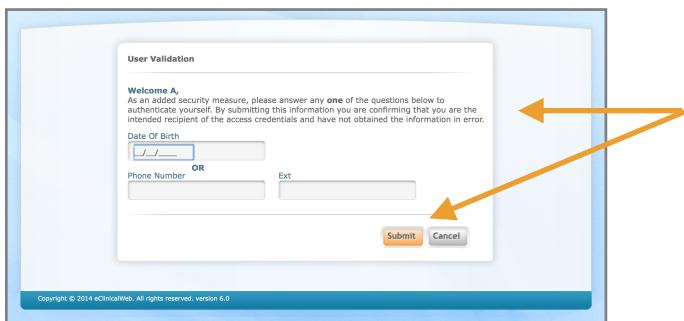
STEP 1

The best way to access your portal is by going to our website at: www.SpringfieldFamilyPhysicians.com and click on Patient Portal as seen in this picture.



STEP 2

You then will be taken to the Patient Portal login screen, please enter your username and temporary password that was provided to you. Then click login.



STEP 3

You will be prompted to confirm your identity with either a phone number or your birth date. Please enter your birthdate or the phone number our office has on file. Then click submit.

For information about creating a strong password, you can click the Password Guidelines link. The Portal displays a dialog presenting guidelines for a strong password.



Reset Password

Congratulations, you have authenticated yourself. Please select your new password. Refer Password Guidelines to create secure passwords.

New Credentials

User Name: Atest1964

New Password: Very strong password

Confirm New Password: Very strong password

Customize your security question.

Security Question:

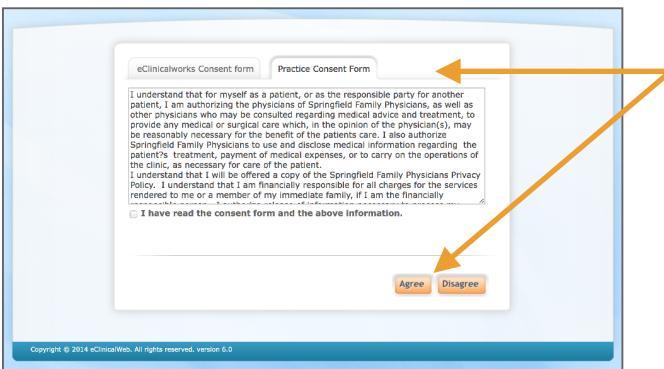
Answer:

Submit Cancel

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STEP 4

Now you will be asked to create a new secure password for your account and select a security question. If none of these questions apply, you do have the option to create your own question. If you create your own question there will be a box right under this drop down option to type your question. Then click submit.



eClinicalworks Consent form Practice Consent Form

I understand that for myself as a patient, or as the responsible party for another patient, I have the right to request information from my physician(s) and other physicians who may be consulted regarding medical advice and treatment, to provide any medical or surgical care which, in the opinion of the physician(s), may be reasonable and necessary for the benefit of the patient(s). I also authorize Springfield Family Physicians to release any information concerning the patient's treatment, payment of medical expenses, or to carry on the operations of the clinic, as necessary for care of the patient(s). I understand that I am financially responsible for all charges for the services rendered to me or a member of my immediate family, if I am the financially responsible party.

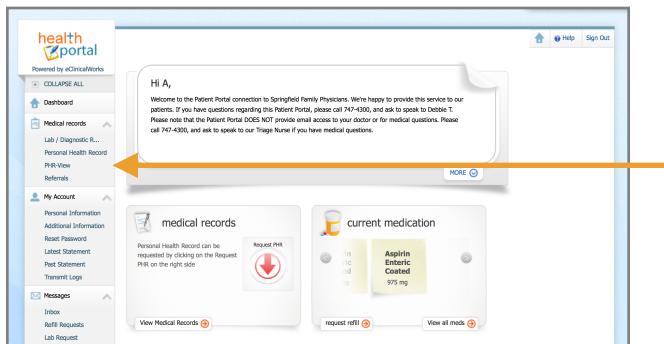
I have read the consent form and the above information.

Agree Disagree

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STEP 5

Then you will come to the eClinicalWorks and Practice consent form/tabs. Please read and then when finished check the box that you have read and accept the conditions under the Practice consent form tab. Then click agree, this will mark your consent for both consent agreements.



health
portal

Welcome to the Patient Portal connection to Springfield Family Physicians. We're happy to provide this service to our patients. If you have questions regarding this Patient Portal, please call 747-4300, and ask to speak to Debbie T. Please note that the Patient Portal DOES NOT provide email access to your doctor or for medical questions. Please call 747-4300 and ask to speak to our Triage Nurse if you have medical questions.

medical records

current medication

View Medical Records

View all meds

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STEP 6

Congratulations! You have successfully registered for your access to Springfield's Family Physicians Patient Portal. You can now access your medical records, lab results, prescription and appointment requests, and statements. Please take some time to look around and become familiar with the sidebar menu on the left side.

Our Patient Portal is designed to help you monitor your personal medical records. Please do not use this portal for email for urgent or emergency medical concerns. If you have a medical emergency, call 911.