# VILLAGE DERMATOLOGY

## Patient Guide to Patient Portal

A)  Download the app "EMA Modernizing Medicine" onto you iPad.  ***Preferred
    OR

B) Type in the URL listed below into a Mozilla Firefox browser and click Enter.  DO NOT
   type "www" or https in front of the URL.  If you do not currently have Mozilla on
   your computer, go to google.com, search "Mozilla Firefox" and download it for free.

**villagedermatology.ema.md**

**Username** _____
**Password:** Date of Birth (ex. Jan 5, 1962 = Jan051962     Apr 21, 1971 = Apr211971 )

For **Security Reasons,** we **strongly recommend** you resetting your password once you
login to the patient portal**. (see top right corner)**

Across the top in the purple bar you will see:
*   **Patient Info**: Allows you to view and edit personal information and medical history.
*   **Visit Info**: Allows you to view recent visits and test results.
*   **Contact Us**: Allows you to communicate with our office by secure email.

Patient Information - When you login to the portal, the patient info page is the first
screen you will see. It will have a list of tabs on the left side.  These tabs are outlined
below:
*   **Contact Info** and **Insurance** - Review and verify information. Contact our          office
directly to make any changes.
*    **Pharmacy** - Enter your pharmacy information so that your doctor can electronically
send your prescriptions.
     1.   Click on the Add Sure scripts Pharmacy tab.
     2.   Search for pharmacies by entering pharmacy name and zip code.  Once you
          click on search, a list of pharmacies will appear. If you don't see your
          pharmacy populate, 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.

- **Medications** -Allows you to enter all of your current medications. It will auto-populate for you. Select the text "add with unspecified dispensable." You will then see your medication listed below.
    1. If you cannot find the correct medication, you can always click in the box next to "other" and type in your medication.
    3. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".
- **Allergies** - Allows you to enter any known drug allergies.
    1. 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.
    2. As always, there is an "other" box for you to type in any allergy that you cannot find.
    3. If you have no known drug allergies, click on the "mark no known allergies" tab at the top of the page.
    4. You may select the type of reaction you experienced with that allergy, but you do not have to.
    5. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".
- **Past Medical History** -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. 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".
- **Skin Disease History** - 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".
- **Social History** -Allows you to document drug, alcohol and smoking history.
    1. Click on the box that applies to you. If none apply, select none.
    2. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".
- **Family History** - Allows you to enter any family history diseases.
- **Problem List** -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.