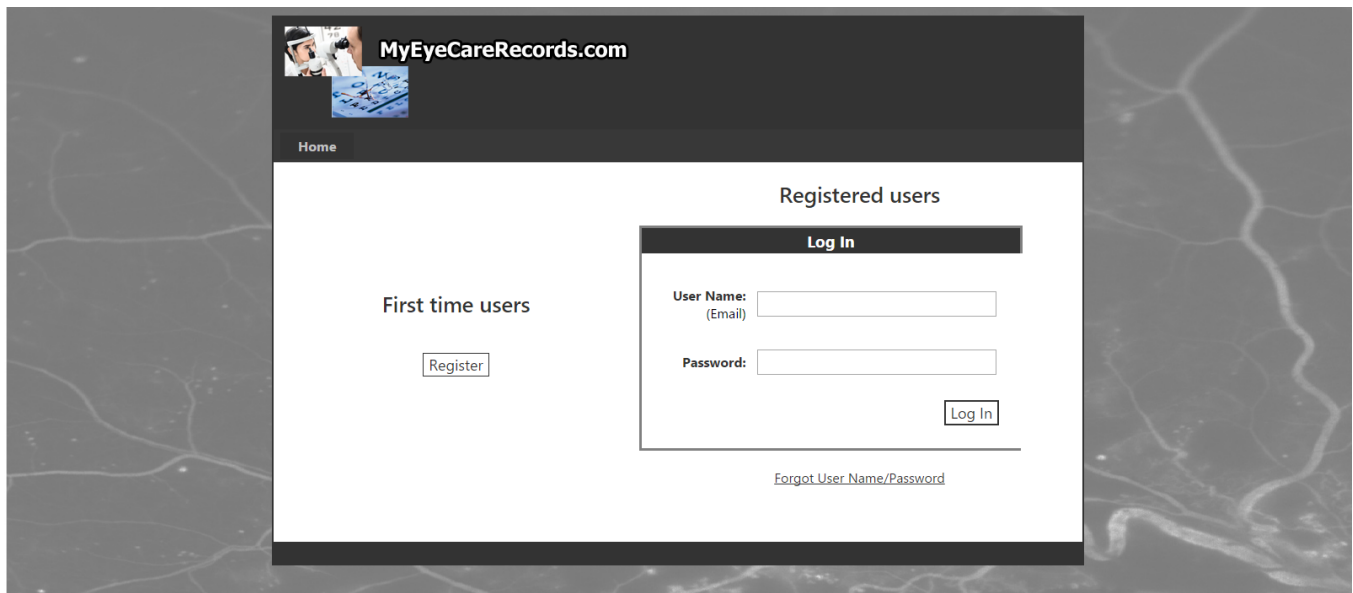


## Patient Web Portal: Patient Instructions

### Step 1: Registration

1. Go to [www.myeyecarerecords.com](http://www.myeyecarerecords.com) click the “Register” button under First time users.



2. Complete the registration form asking for name, Social Security Number or Insurance Policy ID Number, DOB, Email, Initial Password (**the initial temporary password is: 1234**), and a New Password. Please note that this information has to match what Ophthalmic Consultants of the Capital Region has on file.

If you have not shared your Social Security Number with Ophthalmic Consultants of the Capital Region you will have to register with your full insurance policy identification number.

3. After filling in the form fields, click the [Submit Registration] button.

**Registration**

First Name:

Last Name:

Social Security Number:   
OR  
Insurance Policy ID (Pri or Sec)

Date Of Birth:

Email:

Initial Password  
(Given to you by your doctors office)

Enter New Password

Confirm New Password

**Note: If the patient enters their information differently than it is saved in EyeMD EMR, then they will get a "Registration Not Accepted" screen. They will need to click on the "click here" link and reenter the information exactly as it appears in EyeMD EMR.**

**REGISTRATION NOT ACCEPTED**

We are sorry, but at this time we cannot process your registration because it does not match our records. Please check your information and [click here](#) to try again.

If you continue to have issues registering, it may be for one of the following reasons:

- Your Doctor may have not yet released your records. It may take up to 48 hours after your visit for your records to be available on this site.
- Your information was entered incorrectly by the Doctor's office. Please call your Doctor's office, have them verify your information, and ask them to resubmit your information to the web portal.

If you have already registered, but cannot remember your email & password, please call your Doctor's office and ask them to reset your web portal registration.

3. After the patient has registered successfully, they will get a "Successfully Registered..." popup. Click [OK] to be taken back to the Log In screen.



Step 2: Logging in & using the portal:

1. Go to [www.myeyecarerecords.com](http://www.myeyecarerecords.com) and log into the Patient Web Portal using the Email Address supplied during registration and the New Password, then click the [Log In] button.



2. Click on the "View Document" link to bring up a pop-up window with the visit record (*Note: Make sure pop-ups are allowed for this site.*)



- From this screen, the user can view the Continuity of Care Document (CCD) as well as download it to their computer.

Type	ICD-9 Code	SNOMED CT	Problem	Date Diagnosed	Status
Assessment			Central Island OD	5/12/2011	Active
Assessment	370.00		Corneal Ulcer OD	5/12/2011	Resolved
Assessment			Cecentral Scotoma OS	5/12/2011	Active
Assessment	368.80		complaints of blurry vision/glare	5/12/2011	Resolved
Assessment	376.01		Cellulitis	5/12/2011	Active
Assessment	379.00		Sclera Scleritis OD	5/12/2011	Active
Eye History	368.80		complaints of blurry vision/glare		Resolved
Medical History			Allergic disorder		Active
Medical History			Atrial Fibrillation		Active

- When finished, click the [LOGOUT] button.

ID	Date Of Service	Document Type
<a href="#">View Document</a>	9270	05/12/2011
		CCD