




Pediatric Sleep Specialists - Creating a Portal Account

Hello,

Below are the instructions for creating the patient portal account. If you have any questions, please call us at 719-638-1122 or 970-527-1122.

- ❖ Go to the link provided in your other email to create the account or use the one provided here <https://18767.portal.athenahealth.com/>
- ❖ From the main screen, you will click on the don't have an account.

 **Dial 911 in the case of a medical emergency**

Welcome to the Pediatric Sleep Specialists Patient Portal

Make a One-Time Payment

Enter your statement code to get started.

[Where can I find my code?](#)

By clicking **Make a Payment**, you represent that you are authorized to address the patient's billing matters.

[Make a Payment](#)

Sign In to Your Portal

[Log in with !\[\]\(30f8020d63f320624cd43edd85a36c84_img.jpg\) athenahealth](#)

[Create an Account](#)

[Forgot password?](#)

We use athenahealth to help you access your health information for different doctors' offices with just one email and password.



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- ❖ Once there fill out all the information required (make sure to select the Patient's family member for the account) then click continue

Create Account 1 Enter information 2 Verify identity 3 Set password

Who will use this account? *

Patient Patient's family member

Patient Information

Legal first name * Legal last name *

First name used

Date of birth * Legal sex *


 Male Female

Gender identity

Email *

Phone * Is this a mobile phone? *

 Yes No

 **Sign up for e-Statements** (Recommended)


We encourage patients to get statements by email. Paperless statements are convenient, secure, and better for the environment.

By checking the box below, you consent and agree to receive electronic notices and disclosures as described in the [eCommunications Disclosure Agreement](#).

Receive e-Statements

Click the checkbox below to prevent unauthorized access

I'm not a robot


reCAPTCHA
Privacy - Terms

By clicking Continue you are verifying that you have consent to view the above patient's information.

[Continue](#)



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- ❖ Verify your identity by following the prompts to either have a call or text message sent, type in whatever information is provided

[Return to Sign In](#)

Create Account 1 Enter information 2 **Verify identity** 3 Set password

To help us protect your health information, please verify your identity using a temporary passcode.

How would you like us to send your temporary passcode?

Call (xxx) xxx-1122

Text (xxx) xxx-1122

- ❖ Once confirmed set a password

[Return to Sign In](#)

Create Account 1 Enter information 2 Verify identity 3 **Set password**

Please create a password for your account.

Password *

Confirm password *

Remember this computer to save time resetting your password.

I have read and accepted the [Terms and Conditions](#) and [Privacy Policy](#)

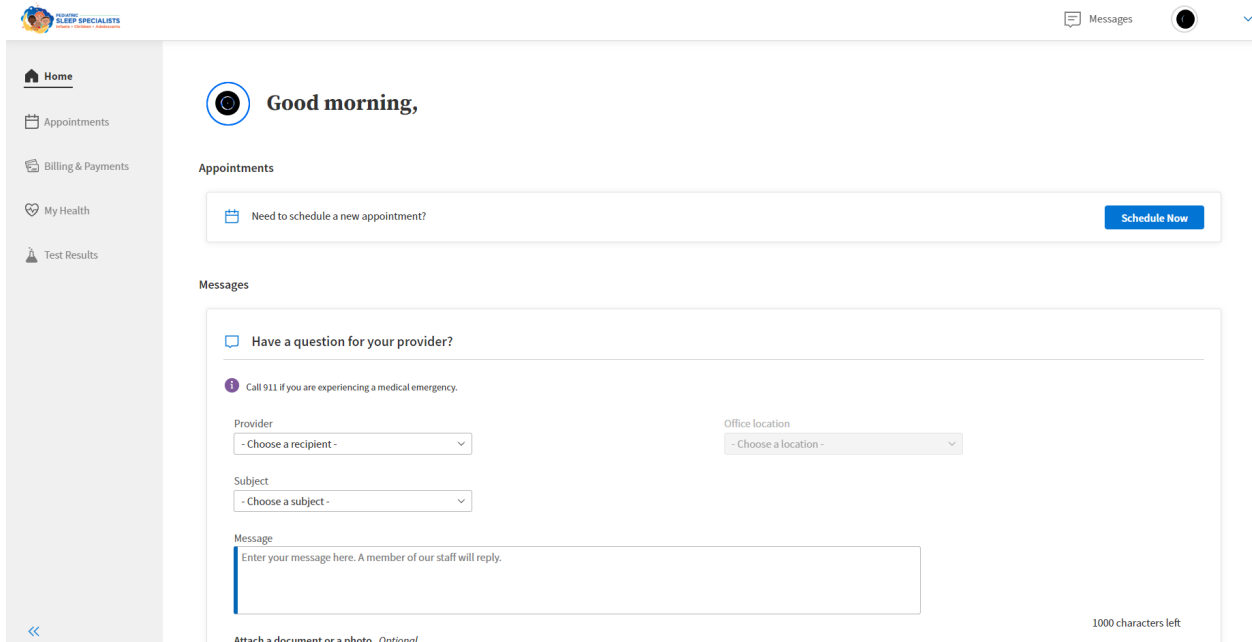
Your password must include:

- Between 8 and 20 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number or symbol



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- ❖ Once finished the portal will open – Follow the below steps and complete the patient paperwork.



The screenshot shows the patient portal interface. On the left is a navigation menu with options: Home, Appointments, Billing & Payments, My Health, and Test Results. The main content area displays a greeting "Good morning," followed by an "Appointments" section with a "Need to schedule a new appointment?" prompt and a "Schedule Now" button. Below that is a "Messages" section with a "Have a question for your provider?" prompt, a warning to call 911 for medical emergencies, and a form with fields for Provider, Office location, Subject, and a Message text area. A "1000 characters left" indicator is visible at the bottom right of the message area.





Accessing the Patient Portal - Completing the Consent Forms

Below are the instructions for accessing the Patient Portal from a Computer to complete the New Patient Paperwork.

Step 1 - Start by clicking the link below.

[Patient Portal \(athenahealth.com\)](https://athenahealth.com)

Step 2 – After logging in, follow the below steps to complete the consent forms.

Home

Appointments

Billing & Payments

My Health

Test Results

Good afternoon, [redacted]!

Appointments

Friday, February 2022 • Telehealth

[redacted] with AMANDA AUNG, CPNP-PC

Join telehealth call (719) 638-1122

New patients should arrive 20 minutes early to complete necessary paperwork. All patients should bring insurance information, a photo ID, method of payment for co-insurance or copayments, and all medications you are currently taking.

Manage appointment Check in

Need to schedule a new appointment? Schedule Now

Once on the portal, click on "My Health."

Home

Appointments

Billing & Payments

My Health

Test Results

Good afternoon, [redacted]!

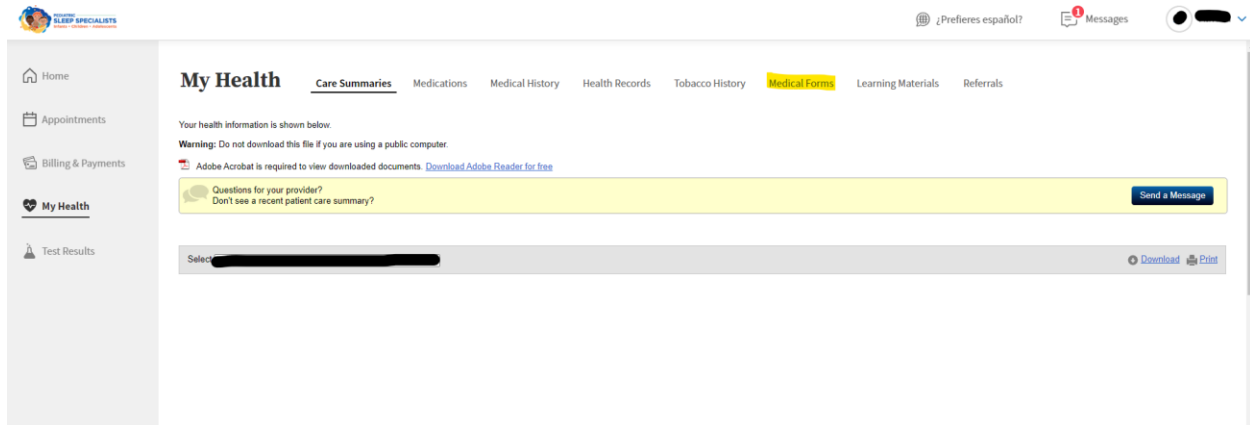
Appointments

Messages



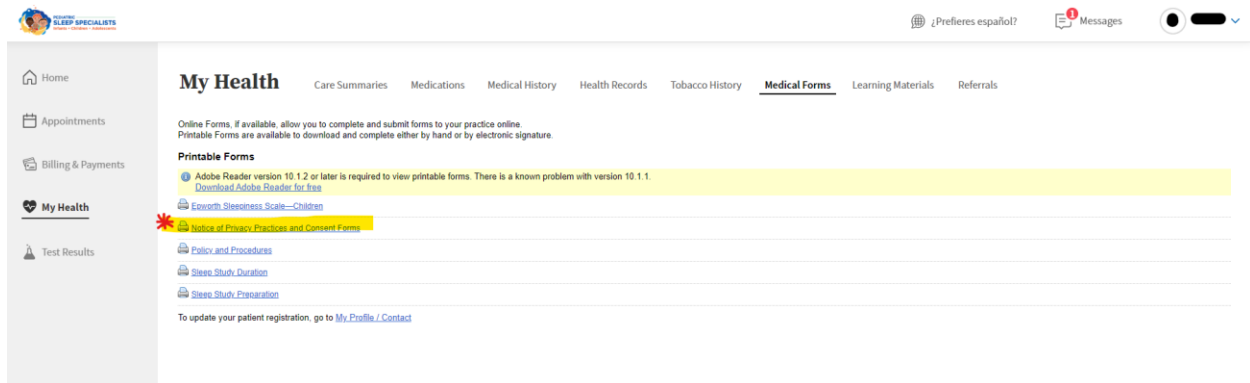
Step 2 – Continued

Click on the tab labeled "Medical Forms."



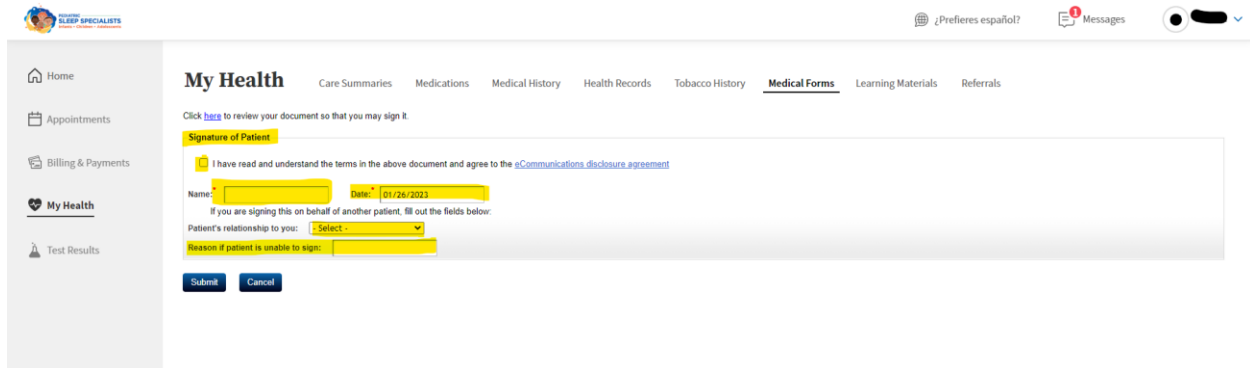
The screenshot shows the 'My Health' page with the 'Medical Forms' tab highlighted in the top navigation bar. The page content includes a warning about downloading files on public computers, a 'Send a Message' button, and a search bar with a redacted patient name.

Click on "Notice of Privacy Procedures and Consent Forms."



The screenshot shows the 'Medical Forms' page. The 'Notice of Privacy Procedures and Consent Forms' link is highlighted with a red star icon. Other links include 'Printable Forms', 'Esworth Sleepiness Scale—Children', 'Policy and Procedures', 'Sleep Study Duration', and 'Sleep Study Preparation'.

It will then take one electronic signature to sign for all forms. Fill in the items as highlighted below.



The screenshot shows the 'Signature of Patient' form. The 'Name' and 'Date' fields are highlighted in yellow. Below them, the 'Patient's relationship to you' dropdown menu and the 'Reason if patient is unable to sign' field are also highlighted in yellow. 'Submit' and 'Cancel' buttons are at the bottom.





Step 3 – Checking in for your appointment. *This will only be available up to 7 business days before your scheduled appointment.*

Go back to the home screen.

Click "Check-in" for your appointment.

Step 4 – Fill out and update patient history.

The next screen will allow you to update information. Click "**Update**" on all sections to complete.


Step 4 – Continued

Fill out the allergies/medications, Medical History, and Social History sections then click save.


Pediatric Sleep Specialists Exit

2 of 2 Health History Form Español


Has Ada's health changed since last visiting our office?
Updates you make will not be seen by AMANDA AUNG, CPNP-PC until the time of your appointment.
Please answer these questions from Ada's perspective.

 **Medications** Needs review No Changes Update

Current Medications
Ada does not have any current medications.
Select **Update** to add medications.

 **Medical History** Needs review No Changes Update

Conditions
Ada does not have any documented conditions.
Select **Update** to add conditions.

 **Social History** Needs review No Changes Update

You do not have any existing information.
Select **Update** to add answer questions.

Back Complete






Step 4 – Continued

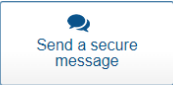
Once saved and the page below loads, return to the home screen.

Home Sign Out



Thank you for completing online check-in.

Questions for Amanda Aung (CPNP)?



Appointment Details

Oxygen Follow Up with Amanda Aung (CPNP)
Friday, February 2023
[Redacted]
Pediatric Sleep Specialists



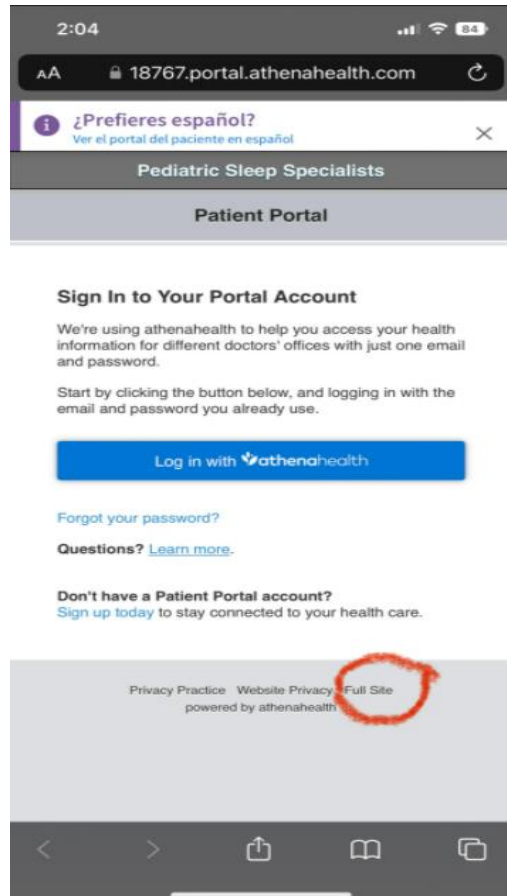
Accessing the Patient Portal - Completing the Consent Forms from a Smartphone

Below are the instructions for accessing the Patient Portal from a Smartphone to complete the New Patient Paperwork.

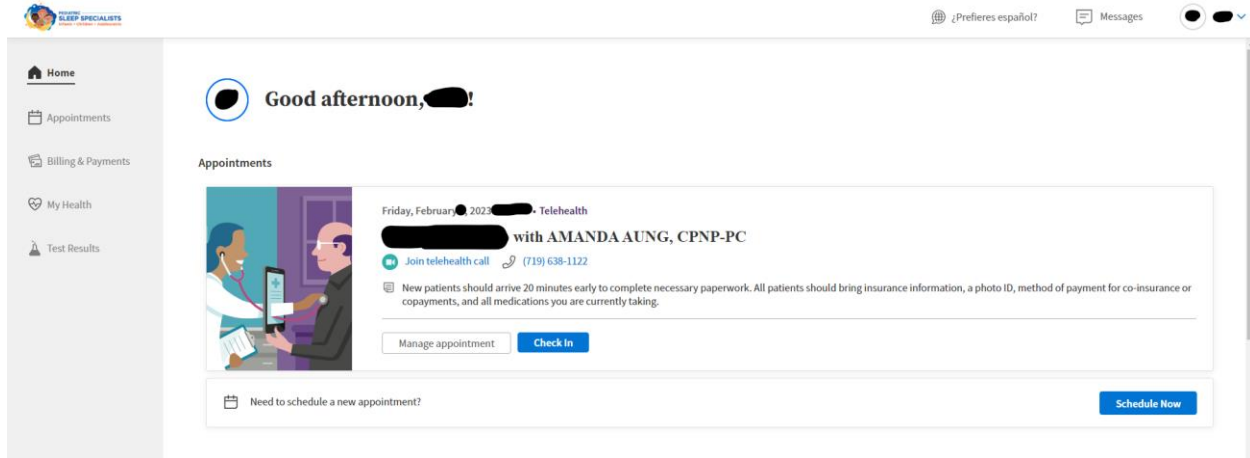
Step 1 - Start by clicking the link below.

[Patient Portal \(athenahealth.com\)](https://athenahealth.com)

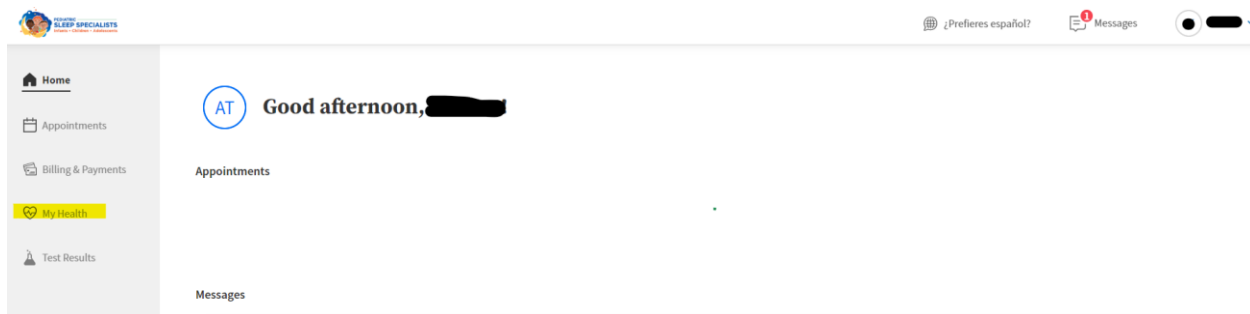
Step 2 – Scroll to the bottom of the page and select the Full Site Button to complete the paperwork otherwise you will not have access to the consent forms. Then follow steps 3 through 5 from the above instructions. *If just checking in for an appointment, move to the next step.*



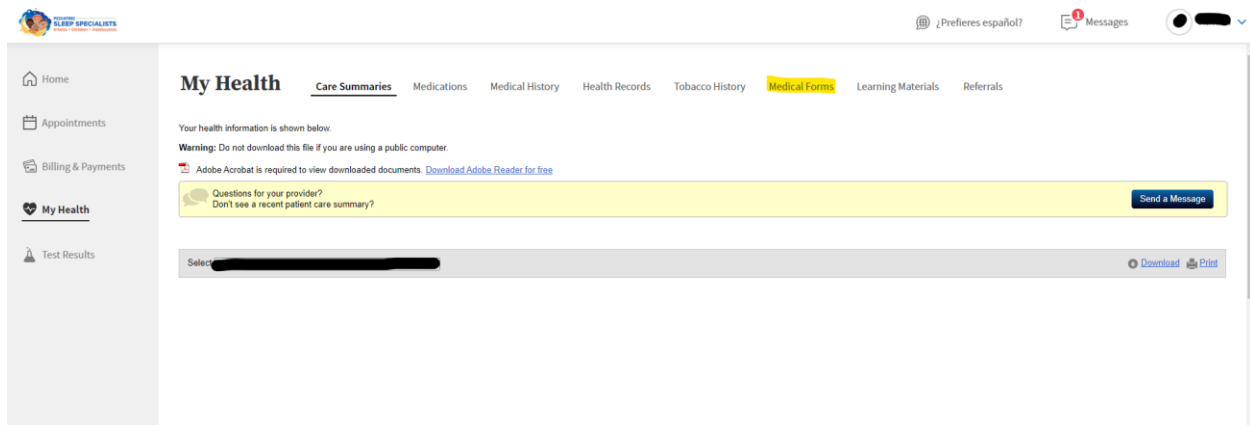
Step 3 – After logging in, follow the below steps to complete the consent forms.



Once on the portal, click on "My Health."

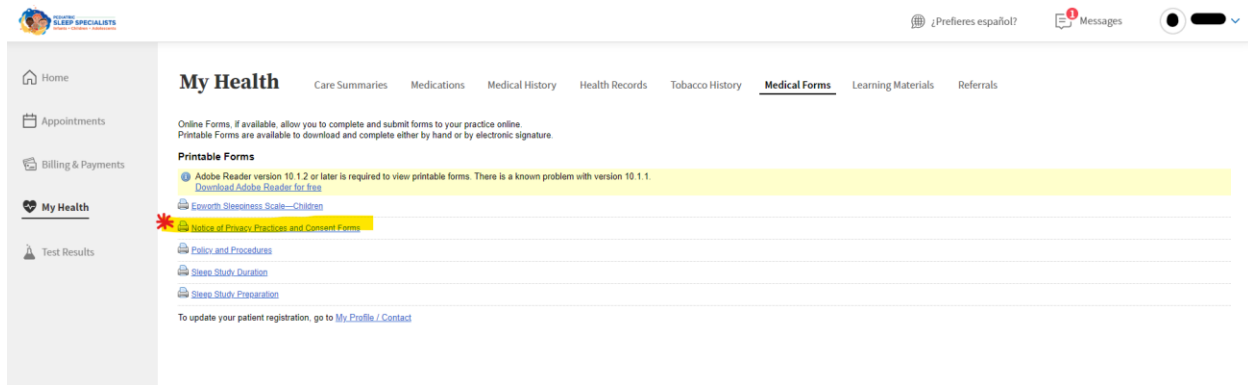


Click on the tab labeled "Medical Forms."




Step 3 – Continued

Click on "Notice of Privacy Procedures and Consent Forms."



Home | Appointments | Billing & Payments | **My Health** | Test Results

My Health | Care Summaries | Medications | Medical History | Health Records | Tobacco History | **Medical Forms** | Learning Materials | Referrals

Online Forms, if available, allow you to complete and submit forms to your practice online. Printable Forms are available to download and complete either by hand or by electronic signature.

Printable Forms

Adobe Reader version 10.1.2 or later is required to view printable forms. There is a known problem with version 10.1.1. [Download Adobe Reader for free](#)

[Esworth Sleepiness Scale—Children](#)

Notice of Privacy Procedures and Consent Forms

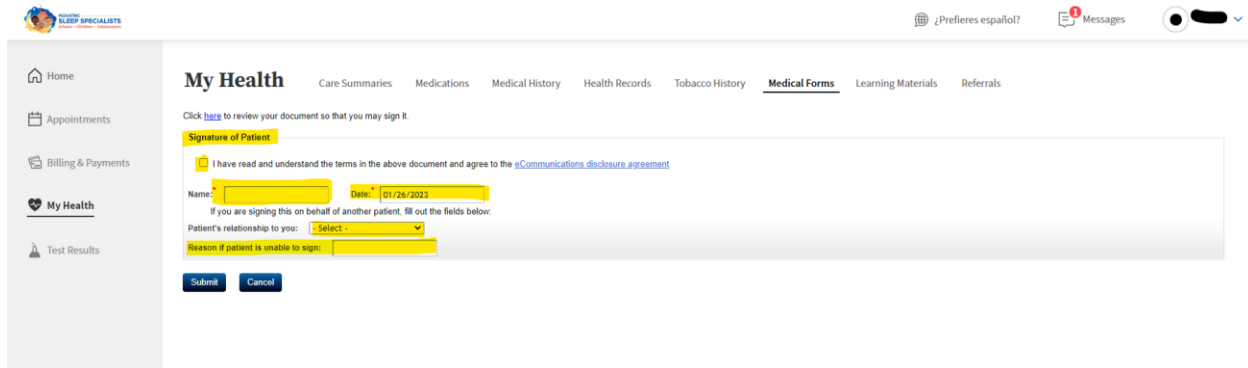
[Policy and Procedures](#)

[Sleep Study Duration](#)

[Sleep Study Preparation](#)

To update your patient registration, go to [My Profile / Contact](#)

It will then take one electronic signature to sign for all forms. Fill in the items as highlighted below.



Home | Appointments | Billing & Payments | **My Health** | Test Results

My Health | Care Summaries | Medications | Medical History | Health Records | Tobacco History | **Medical Forms** | Learning Materials | Referrals

Click [here](#) to review your document so that you may sign it.

Signature of Patient

I have read and understand the terms in the above document and agree to the [eCommunications disclosure agreement](#)

Name: Date: 01/26/2023

If you are signing this on behalf of another patient, fill out the fields below:

Patient's relationship to you:

Reason if patient is unable to sign:

