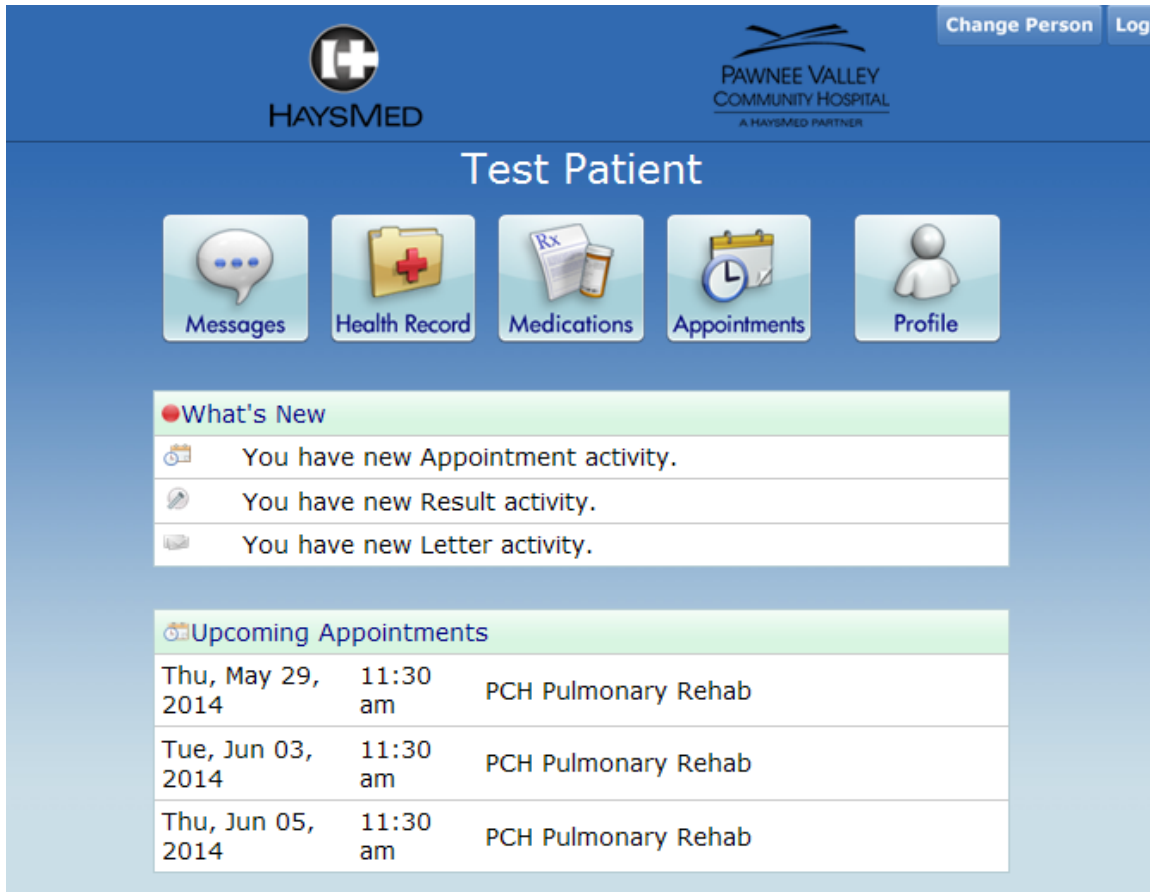


## Using MyHaysMed Portal

This reference sheet is designed to show you the numerous features available to you through HaysMed's Patient Portal. If you have questions or problems using the portal, you can call 785-623-5692 or email us at [patientportal@haysmed.com](mailto:patientportal@haysmed.com)



The screenshot shows the MyHaysMed Patient Portal interface. At the top, there is a navigation bar with the HaysMed logo on the left, the Pawnee Valley Community Hospital logo in the center, and "Change Person" and "Log" buttons on the right. Below the navigation bar, the user is identified as "Test Patient". A row of five icons provides quick access to "Messages", "Health Record", "Medications", "Appointments", and "Profile". Below this row, there are two sections: "What's New" and "Upcoming Appointments".

**What's New**

- You have new Appointment activity.
- You have new Result activity.
- You have new Letter activity.

**Upcoming Appointments**

Thu, May 29, 2014	11:30 am	PCH Pulmonary Rehab
Tue, Jun 03, 2014	11:30 am	PCH Pulmonary Rehab
Thu, Jun 05, 2014	11:30 am	PCH Pulmonary Rehab

### MESSAGES

Secure messaging on the Patient Portal provides you a mechanism to communicate with your provider. Messaging in the Patient Portal is completely secure, meaning that messages are only accessible with the HaysMed Computer system.

#### Accessing Messaging through the Homepage

Messages may be accessed directly from the Homepage via the Messages button. The default view of Messages is the inbox, to show incoming messages. A function along the top of the messages screen allows you to select View Sent Messages.

#### Accessing Messages from the Homepage

Messages that have not been read or opened will display in the "What's New" area on the Home Page. Clicking anywhere on the notification launches the patient into the text of the message.

## **HEALTH RECORD**

The Health Record presents you with a quick snapshot of pertinent information regarding your health.

For example, you will have access to the following:

- The Health Summary section provides you with the ability to view, download, and transmit their CCD (Health Summary).
- The Allergies and Conditions section includes your current allergies, and chronic problems from medical record problem list.
- The Results section includes outpatient laboratory tests and microbiology procedures.
- The Medications section is identical to Medications button available on the homepage. This feature provides you with a view of your active home medications from your HMG physician clinic.
- The Reports section allows you to view diagnostic reports filed in ITS.
- The Visit History area allows you to review your visit history information, and view summaries of each visit from your HaysMed hospital/clinic visits.

## **MEDICATIONS**

The Medications area of the Patient Portal provides you with a way to view your active home medications, access information about the medication you are taking, as well as request a renewal on a medication. Medications may be accessed directly from the Medications button Homepage or from within the Health Record button.

### **Medication Detail Page**

Clicking on anywhere on the medication line brings you to the medication detail. The detail page displays the following information:

- Generic name (trade name)
- Dose
- Form
- Route
- How often
- Prescribing provider
- Date prescribed on
- Total Refills

Clicking on the link "**More Information About this Medication**" displays the pharmacy medication monograph.

## APPOINTMENTS

The appointments button within the Patient Portal is a place where you can access your upcoming scheduled appointments, request new appointments, cancel existing appointments. Please note that all requests to schedule new appointments will be confirmed and scheduled with resources by the hospital or clinic staff.

Upon entering into the Appointment function of the Patient Portal, you will see a listing of upcoming appointments you have scheduled and also appointments waiting to be schedule. These requested appointments will show up as Pending until they have been booked. Appointments will show up in bold until they have been viewed.

Date	Appointment	Location
Pending	Blood Transfusion 240MIN	
Pending	HFM Follow Up-TEST	
Pending	Hays Family Medicine	
Pending	Hays Family Medicine	
Pending	Hays Family Medicine	

By clicking the Request a New Appointment function button on the right, you will have the ability to identify an appointment type to be scheduled for, preferred appointment times, and also contact information for clinic staff to reach you at. Please note that only the fields with a red asterisk next to them are required. Once all the fields are filled in, you will click continue to access the Appointment Times tab.

Log Off

## Test Patient's Appointments

### Request a New Appointment

Request a new appointment by answering the questions below. If you need an immediate appointment, please call your Hays Medical Group clinic. \*\*\*If requesting an appointment at one of our clinic outreaches, please specify which city in the comments section\*\*\*

To request an appointment for a work related injury, please call the office to schedule. [Learn More](#)

Appointment Type > Appointment Time > Your Contact Information

Where would you like to make your appointment?

Do Not Submit. Return to List of Appointments

## PROFILE

The Profile area of the Patient Portal provides a way for you to communicate information to the HaysMed about the yourself including:

- Demographics
- Providers
- Emergency Contacts

You can update the Profile information by clicking on Update Profile. Once you have updated information click on Submit. This information is reviewed and updated by HaysMed personnel. Once it is updated by them in your medical record it will display correctly on your portal.

## PREFERENCES

Preferences allow you to set preferences regarding your preferred email and passwords. You can update your preferences by selecting the Preferences footer button within the Patient Portal.

[Contact Us](#) | [Preferences](#) | [Terms & Conditions](#)

Licensed from Medical Information Technology, Inc.

Updated 12/2015