



### Using the Printed Instructions

1. From your internet browser, enter the URL from the printed invitation into the browser window. The Welcome page is displayed.
2. Click Continue . The Invitation Code screen is displayed.
3. Enter the invitation code from your printed instructions.
4. Click Submit . The Create Your MyCareCorner Account page is displayed.
5. The remaining steps are the same as in the Using the Email section. See steps 4-11 above to complete the process.

### Accessing Areas of Your Health Record

MyCareCorner provides access to your personal health record. The home screen (or dashboard) contains several widgets you can view at a glance. Or, you can use the menu on the left to navigate to the other areas of your record.

Click:	To:	Click:	To:
Allergies	View, edit, delete, and add allergies in your personal health record.	Encounters	View basic information about the medical visits/encounters recorded in your Consolidated Clinical Document (CCDA) record, edit or delete previous visits, and add new visits.
Appointments	View your upcoming and past appointments and add new appointments.	Height	View and enter height values in a graph format.
Blood Glucose	View and enter values for blood glucose and HgA1c levels.	Immunizations	Manage the immunization data in your personal health record.
Blood Oxygen	View historical blood oxygen values in a graph format and add new entries.	Procedures	View the procedures included in your personal health record, edit or delete previous procedures, and add new procedures that have been performed.
Concern	View and manage a list of health concerns, including start and end dates.	Reminders	Keep a list of reminders for appointments or other tasks.
Conditions	View a list of medical problems in your record and add, delete, or edit problems to mark inactive (i.e., indicate that you no longer have the condition).	Vital Signs	View and modify the blood pressure values and other vital signs recorded in your personal health record.
Documents	View, manage, and download documents to your record. You can also view your health data audit log.	Weight	View and enter weight values in a graph or list.
Lab Results	View lab results that have been uploaded to your personal health record.	Medications	View the medications listed in your personal health record, edit or delete existing medications, and add new medications you are taking.
Messages	View and send messages to and from your providers.		

### Viewing and Managing Your Health Information

Information in your health record can either come from the hospital information system or you can add it manually. If information comes from the HIS, you will not be able to edit it. However, you are able to edit or delete the information you enter manually. If you add information manually, it is important to note that your providers nor their staff are able to view your personal portal record - if you have information that your provider should know, please call the provider's office to notify them.

After clicking a link on the home screen, use these methods to work with the corresponding area of your personal health record:

- Click a row within the list (e.g., a specific appointment within the list of appointments) to view more details about that entry. The details appear in a pop-up or flyover window on the right side of the screen.
- From the flyover window, click Delete to delete the entry or Edit to edit it. To close the flyover window, click the "X" in the upper-right corner of the window.
- To add a new entry (e.g., a new allergy from the Allergies screen, or a new appointment or reminder from the Appointments screen), click the plus sign (+) in the lower-right corner of the screen. Enter the appropriate information and click Save. Be sure to complete all required fields (those marked with a red asterisk).
- If the list can be filtered to view the data differently (e.g., to view immunizations, medications, or procedures for a specific date range, or to view only upcoming appointments or only past appointments), a Show Filter Options button appears above the list of items. Click this button to apply a filter.
- To sort the data in a list differently, click the column heading you want to sort by. Click the same heading again to reverse the sort.

**IMPORTANT REMINDER!** You cannot edit information that is displayed from the hospital information system. And, your providers are not able to see your portal record. If you have information that your providers need to know, please send a message or call your provider's office to notify them.

### Viewing and Editing Your Profile

To view and update your profile information, click the circle with your initials on it (in the upper-right corner of the screen) and select My Profile . Enter any missing information and/or edit the existing information. If you want to upload a picture to use in place of your initials to access your profile, click Choose File . When finished updating your profile, click Save .

### Sending and Receiving Messages

You can see messages on the Home screen in the Messages widget. Or, use the Messages menu option to view the messages full screen and send messages to your care providers.

- The list defaults to messages you have received in your Inbox. Click the Sent button to display sent messages. Toggle back to received messages by clicking the Inbox button.
- To view, delete, or reply to a message, click the row for that message. The message and corresponding options appear in the message detail window.
- To send a new message, click the plus button (lower right corner). Click the To field to select a recipient from your list of authorized providers. Or, you can type an email address in the To field. Type a subject and the message text, and add any attachments, if necessary. (You can select attachments from the files stored in the Documents section of My Care Corner or upload files from your computer.)

### Notification Settings

You have the ability to receive customized notifications when new messages, files, or data elements have been added to your health record. To view and/or set up your notifications, click the Notification Settings option. From the Notification Center, click the red add button to create a new notification.

### Need More Help?

When using the patient portal, you can click the Need Help? button located in the upper right corner of the screen to access online application help.