

# Welcome to My Kid's Chart!

Our patient portal will allow you to:

- view upcoming appointments for your child
- review a visit summary for your child's appointments, including
  - diagnoses
  - vitals (height, weight, etc.)
  - screening results (vision, hearing)
- receive lab results
- download and print a copy of your child's immunization record

In addition, you will be able to send secure messages to the office to request

- non-urgent medical advice (from the nurse)
- non-same day appointments (check-ups, follow-up appointments)
- prescription refills

These messages are responded to during normal business hours, and it may take 24 hours for a reply.

You will receive a notification at the email address you provided that a new message is waiting for you in the patient portal. You can retrieve the message by visiting **[mykidschart.com/pedsmtcarmel](http://mykidschart.com/pedsmtcarmel)**.

## *To request an appointment . . .*

You will need to provide as much specific information as possible, such as

- Patient name and date of birth
- Type of appointment needed
- Doctor you would like to be scheduled with
- Office location
- When
  - specific date or day of the week
  - time of day

Please call the office directly if you need to schedule a same day appointment or reschedule an existing appointment

## *To request a prescription refill . . .*

You will need to provide the following information

- Patient name and date of birth
- Name of medication, including if it brand-name or generic, and dose
- Pharmacy to send refill to OR office location for pick-up

Prescription refills can take up to 72 hours before they are complete and cannot be expedited

**Do not send a message if you wish to request a different medication or dose—these type of requests typically require an appointment with the Doctor who usually prescribes the medication**

For more information

<http://learn.pcc.com/Content/MyKidsChart/PortalUserGuide.htm>

# My Kid's Chart Registration

Email address: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Patients to add to account:

Name	Date of Birth

Once your account is created, you will receive an email with a temporary password that is active for 1 week. You will need to sign into the portal in order to complete your account set-up. Be sure to verify that your name appears correctly and that the names of the patients you have requested access to appear on the screen.

Please be aware that when a patient turns 13, the record for that patient automatically becomes **private**. Messages can still be sent in regards to the patient, but information in the chart cannot be viewed. After the patient is 13, he or she may grant permission to a parent or guardian to have access to the chart by completing and signing a release form. This permission can be revoked at any time at the request of the patient or at the discretion of the physician.

Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM CAN BE FAXED TO 513-752-3387 IF COMPLETED OUTSIDE OF THE OFFICE

*For office use only*

Date account requested	
Date account set-up	
Initials	
Temporary password	