

Greenwood Dermatology Associates

Authorization to Use or Disclose Protected Health Information

via Electronic Media

Patient Portal Terms of Service

(Please Print)

Patient Name: _____ Chart # _____

Email Address: _____ Date of Birth: _____

Online communication with your doctors at Greenwood Dermatology Associates is provided to you for your convenience and we encourage you to read our Patient Portal Terms of Service before signing the portal authorization. The Portal is designed for use by persons who are comfortable with electronic communication.

The Patient Portal is a web-based system that allows for secure communication and transfer of information between the clinic and the patient. When you log in to the Portal, current medical information is pulled directly from your electronic medical record (we use an electronic medical record database called e-MDs Solution Series) and it is displayed on the web page. No patient information is stored on the Patient Portal server.

You will be asked to sign an "Authorization to Use or Disclose Protected Health Information via Electronic Media" at the end of this document so that we can activate your use of the system. Once this is signed, the Portal will send a message to your email address with your login and password. **Please add info@greenwoodderm.com to your safe senders list as this is the account your original email will come from.**

After logging in to the Portal, you will be able to:

- Use the messaging function to communicate with clinic staff.
- View results of lab and other diagnostic tests.
- Schedule, confirm, cancel, or reschedule an appointment.
- Add an appointment request to an appointment wait list.
- Request a medication refill.
- View Health Summary information and send update requests if you see missing information.
- Print or save an electronic copy of your Health Summary using the standard Continuity of Care Record (CCR) format.

The Clinic Staff can use the Patient Portal to:

- Communicate with you via an online messaging system.
- Send results of lab and other diagnostic tests to you via the Portal and include messages related to the results.
- Receive medication refill requests.
- Send appointment reminder messages.

You must understand and agree to the following:

- The Portal should not be used to communicate with your doctor in the event of an emergency. In these circumstances, you should call 911 if it is a life threatening emergency. You may call our office if your concern is not life threatening.
- The Portal should not be used to communicate highly sensitive medical conditions such as those regarding substance abuse, HIV, Workman's Comp issues or mental disorders, to name a few; we cannot guarantee the complete privacy of your medical records.
- Response times to your online messaging can take 24 to 48 hours, so please take this into consideration when communicating with us in this fashion.
- Clinically relevant messages and responses will be documented in the medical record. Portal messages that are received by GDA can be read, printed, and forwarded by staff members.
- GDA will not be liable for information lost or misdirected due to technical errors or failures.
- GDA does not own the Portal website; e-MDs Patient Portal is a secure conduit in which communication with our database is managed by a third party.
- The Portal can only be used by patients who have an existing relationship with one of our physicians at GDA.
- The Portal is not a vehicle for online clinical consultations.
- Your doctor will not make a diagnosis or prescribe treatment for a condition that has not been addressed in person.
- You will be able to see your Health Summary (HS) and print a copy of this to take to other physicians of your choice. You will be able to submit a request to us that certain information is included in the record; once this is reviewed by one of our doctors, then your record will be updated per their discretion. Examples of information that are part of your HS include, but are not limited to: drug allergies, medications, past medical and surgical history, family history, social history, a problem list of active diagnoses that you are being treated for, etc.
- The HS is distinct from medical records maintained by your doctor. The accuracy of information in the HS is the responsibility of the patient or their caregiver, as the owner of the record. The HS is not a substitute for directly communicating with your doctor about new medical information; entering information into this record does not guarantee that they will see it.
- You must contact your clinician if you have questions about your medical condition or if you need medical help.
- Your user ID and password are your responsibility to protect from unauthorized access and use by third parties.

By signing this form, I authorize Greenwood Dermatology Associates (GDA) to communicate via a secured access Patient Portal with me. I understand that the following types of protected health information may be used, disclosed, and retained by health care providers of Greenwood Dermatology Associates as a result of these communications:

1. My personal health information
2. Laboratory test results
3. Pathology reports
4. Other diagnostic test results

I understand that I have the right to revoke this Authorization at any time. If I want to revoke this Authorization, I must do so in writing, and address it to Greenwood Dermatology Associates. I understand that if I revoke this authorization, it will not apply to any information already released as a result of this authorization.

I understand that I may refuse to sign this Authorization. I also understand that Greenwood Dermatology Associates cannot deny or refuse to provide treatment, payment, or medical records if I refuse to sign this document.

I have read and understand the information in this authorization form.

Signature

Date

For office use only:

Login: _____

Provisional Password: _____