

## Heritage Health Center's Patient Portal

### How to Complete Appointment Check-In through the Portal

*\*Please note that though we are "Heritage Health Center," the Portal uses "Powell Health Care Coalition." These two entities are the same thing.*

1. Log-In to your Patient Portal Account through <https://11747.portal.athenahealth.com/>.

2. Click the "Check In" button on the appointment for which you would like to check-in.



#### Please review your information.

If you need to make changes, update the information below.

##### Contact Information

Home phone (307) 271-0986

Mobile phone (307) 271-0986

Would you like to receive text alerts?  
 Yes  No

By selecting yes, you are indicating that you have read and agree to the [Text Message Terms of Use](#).

Email address jlum@heritagehealthcenter.org

Address 123 Nice Street

City, State Powell WY

ZIP code 82435

3. On the next screen (page 1 of 3), review and update your personal information.

This is information HHC is required by law to have in every patient's records and it helps the clinic maintain good communication with patients.

##### Personal Information

[Why are you asking this?](#)

Marital Status Prefer not to say

Language English

Race Prefer not to say

Ethnicity Prefer not to say

Click "Continue" when finished.

##### Saved Pharmacies

Add up to 5 pharmacies to save with Juanita Sapp, MD's office. If you add multiple, select one as your primary pharmacy.

Add Pharmacy

Continue

- Page 2 of 3 shows outstanding balances on the patient's account. Patients will be asked if they would like to make a payment.

They may choose to pay with a credit card, to Pay in-person at the clinic or submit a question to the Billing Department about charges.

**2 of 3 Billing**

You have an outstanding balance.

Select your payment amount:

Service Date	Provider	Amount Due	Payment
<b>Past Visits</b>			
06/06/2018	D. Anders, PA	\$80.00	\$ 80.00
		<b>Total</b>	<b>\$80.00</b>

How would you like to pay?

- Pay with a credit card
- Pay at our office
- I have questions about my balance

[Back](#) [Continue](#)

Patients may view the details of account charges.

Click "Continue" when complete.

- Page 3 of 3 is the Patient's Health History.

Update your Medications and Allergies lists. The more accurate this information is, the better care our Providers can provide.

**3 of 3 Health History Form**

Has your health changed since your last visit?  
Updates you make will not be seen by Juanita Sapp, MD until the time of your appointment.

**Medications**  
Needs review

Current Medications  
You do not have any current medications.  
Select Update to add medications.

**Allergies**  
Needs review

Existing Allergies  
You do not have any existing allergies.  
Select Update to add allergies.

[Back](#)

### Deleting Listed Medications/Allergies:

- Click "**Remove**" to delete medications/allergies that you are no longer taking or no longer apply.

**3 of 3 Health History Form**

Has your health changed since your last visit?  
Updates you make will not be seen by Juanita Sapp, MD until the time of your appointment.

**Medications**  
Add a medication below.

Add a Medication

What medication are you taking?

[Add medication](#) [Remove](#)

### Adding Medications:

- Click "**Add Medication**" to list new medications.
- Type the name of the medication you wish to add and press "Enter."

**3 of 3 Health History Form**

Has your health changed since your last visit?  
Updates you make will not be seen by Juanita Sapp, MD until the time of your appointment.

**Medications**  
Add a medication below.

[Add a Medication](#)

What medication are you taking?

[Add medication](#) [Remove](#)

- Answer additional questions about the medication you entered:

- How do you take it? →
- What form do you take? →
- Enter/Choose the strength →
- Enter the Date you started taking the medication OR choose "I don't know."

- Enter how much you are taking and how often →

### Adding Allergies:

- Click "Add Allergy"
- Start typing the name in the window and a list will appear.
- Choose your allergy from the list

- Type-in or choose an option from the drop-down lists to answer questions for each allergy you entered:

- Date you been reacting to the allergy

- What type of reaction you have

- How severe the reaction is

**Allergies**  
Add an allergy below.

Add an Allergy

What is your allergy?  
STRAWBERRY

Since when have you had this allergy?  
12/21/2003  
 I don't remember when this allergy started

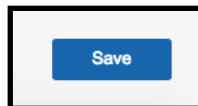
What reactions do you experience?  
Facial swelling Moderate  
[Add another reaction](#)  
 I don't know

What is your allergy?  
PEANUT

Since when have you had this allergy?  
MM/DD/YYYY  
 I don't remember when this allergy s

- Severity -  
Mild  
Mild to moderate  
✓ Moderate  
Moderate to severe  
Severe  
Fatal

- Once you've updated your Medications and Allergies, click "Save" at the bottom of the screen.



- You will return to the "Health History Form" screen and it should show any changes to your Medications and Allergy Lists.

- Click "Complete" when done updating the lists.

3 of 3 Health History Form

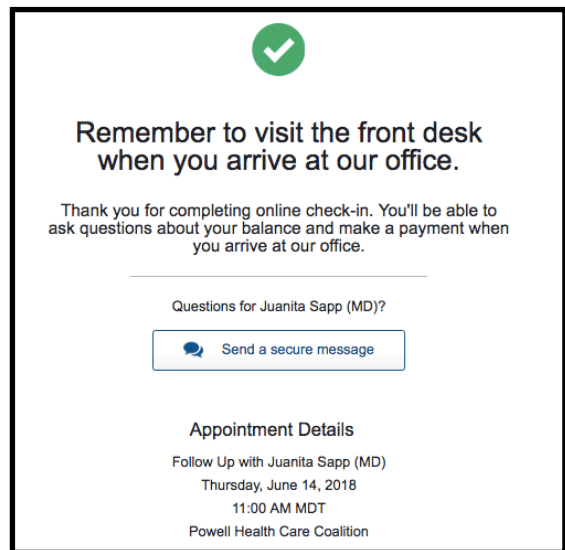
Has your health changed since your last visit?  
Last updated 06/14/2018. Updates you make will not be seen by Juanita Sapp, MD until the time of your appointment.

**Medications**  
Updated  
Current Medications  
Synthroid 100 mcg Tablet  
Start date: 04/24/2018

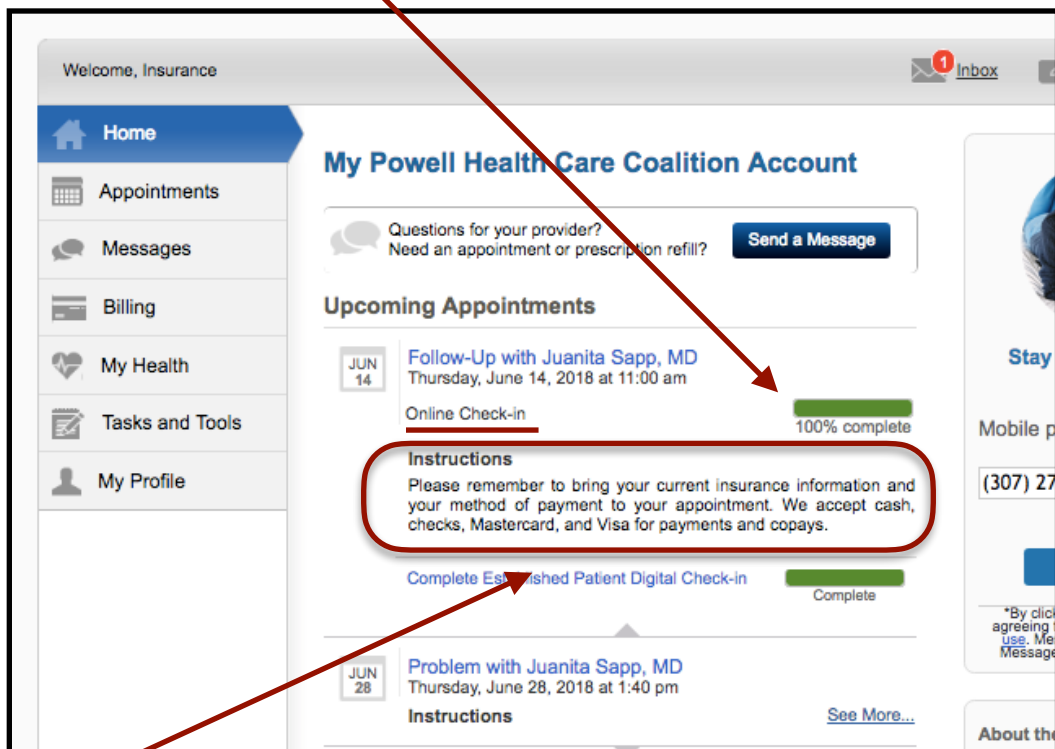
**Allergies**  
Updated  
Existing Allergies  
Peanut  
Strawberry  
Onset date: 12/21/2003  
Reaction: Facial swelling - Moderate

Back Complete

9. When your check-in is complete, you will receive a confirmation pop-up that looks like this:



And it should show that you've completed the check-in process 100% for your upcoming appointment on your Home Page Screen:



10. **Reminder:** Though you completed the online check-in process, please arrive a few minutes early to sign your Consent to Treat form, make payments and to provide any other necessary documents for your visit at the Registration window.