

## **Citrus County Schools**

**Employee Wellness Center** 



## HOW TO REGISTER & ACCESS THE PATIENT PORTAL

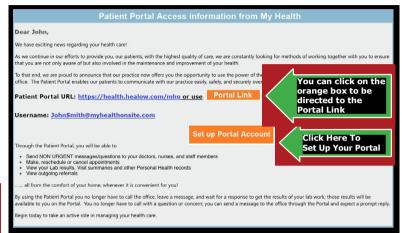


## **HOW TO REGISTER**

All patients with a unique valid email address should receive an email invitation from

"no-reply@eclinicalmail.com" with the subject line: Patient Portal Access Information from My Health Onsite (MHO). (Please check spam/junk folders)

To access your New Patient Portal, simply follow instructions in the email.



If you have not received the email invitation, please call 1-888-644-1448 to update your email address.

For patients younger than 18 or adults wishing to provide web portal access to another person,

a Patient Portal Proxy Authorization Form must be completed to comply with regulatory requirements.

The proxy form can be obtained at the Employee Health & Wellness Center or downloaded from MHO's web site at the following **URL**: <a href="www.myhealthonsite.com/patient-access">www.myhealthonsite.com/patient-access</a>. The form must be completed and turned into the Employee Health & Wellness Center staff to establish web portal access for proxy accounts.

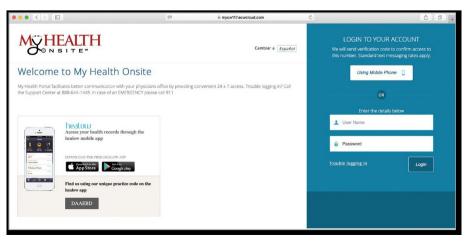
## HOW TO LOGIN (Once Registered)



Go to <a href="www.my-patientportal.com">www.my-patientportal.com</a> to take you to the Patient Portal Login page



On the **Patient Portal** page, **Enter User Name and Password** to log in to book, cancel or reschedule your appointment



For assistance accessing your account, please call the 24-hour Call Center Support Team at 1-888-644-1448

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