

## 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 hospital/clinic system, you will NOT be able to edit it. However, if you enter the information manually, you are able to edit or delete it. If you add information manually, it is important to note that your providers and their staff are NOT 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.

From each page, use these methods to modify the information you have manually added to 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 window on the right side of the screen.
- From the pop-up window, click **Delete** to delete the entry or **Edit** to edit it. To close the 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).
- 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 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**. Select the **Edit Details** button to 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 Upload Picture. When finished updating your profile, click Save.

### Appointments

The Appointments page displays appointments with your health care providers. The appointments are displayed automatically if with a provider linked to MyCareCorner. Or, you may also manually add appointments to display on this page. To add an appointment, click the plus button. Enter the details for the appointment and click **Save**. To set a reminder for an appointment, click the blue **Set Reminder** button. To see all reminders, see the Reminders page.

### 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 set up your notifications, select the Communications Center > Notification Settings option. From the Notification Center, click the red add button to create a new notification.

### Reminders

This page displays reminders that you have created from the Medications and Appointments pages. You can filter the list to show All, Upcoming, or Past Appointments.

### 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.