



# **Proxy Registration Instructions**

Welcome to the all-in-one personal health record and patient portal that lets you access your medical information in a secure online environment **24 hours a day**, **7 days a week** from any computer, laptop, tablet, or smartphone!

#### Just follow these simple steps to get connected today!



Log In to <u>Your</u> Portal Account, by clicking on "Already a FollowMyHealth user?" Sign in and add the connection. \*Important: If you do not have a FollowMyHealth Portal Account, you will follow Option 2 Instructions on the next page\*



If you have an existing username and password – login using your standard method, Facebook, Gmail, Yahoo, Windows Live, or FMH Secure Login by clicking the respective icon. (continue to "Get Connected" page)



# If You Are Creating a FMH Secure Login Account, Follow These Easy Steps:

(If you do not need to create a FMH secure login continue to next page)

# Option 2:

# If you don't have a Portal account, start by

clicking on "First time using FollowMyHealth?" Sign Up and Connect.



## At the Sign Up and Connect screen, you will enter

all <u>Your</u> contact information. (Your email will auto generate in the notification box, you may chose another email if you prefer.)

communicate with providers in a se / 7 days a week. Once you create y search for and connect with availab	nage your nearn mormation and cure, online environment – 24 hours a day our account, you will be prompted to le providers in your area.
Notifications Email	Zip Code
1	67501
An email address is required	Home Phone Number (optional)
First Name	+16206942146
Mighty	
Last Name	Social Security Number (optional)
Mouse	
Date of Birth (e.g. 10/29/1985)	
<b>**</b>	
« Back Confir	m and Continue

Click "I Accept" the FollowMyHealth Unviersal Health Records "Terms of Use". **Create a Unique Username and Password only for your use Each patient will need a separate username and password.** (Your email will auto generate in the Username box, you may choose not to use this by deleting and inputting something different)

\*At the end of this document there is a portion you may print off and document your Login information for your records.\*

FallowAlyRealth Universal Health Record Terms of Use FollowMyRealth Universal Health Record All users of this web site, as well as the FollowMyRealth Universal Health Record All users of this web site, as well as the followMyRealth Universal Health Record and all related products and services (collective), the "Service"), are subject to the following itema and conductors of use (News") Teams or add their Terms of Users are all before accessing or using any part of the Service. By accessing or using the Service you agree that you have send, understand, and majore to the bound by draw Terms of Users an amended from the to	Sign Up and Connect           Final or usename         * Multi ball with a lefter or a number           Imail or usename         * Multi ball with a lefter or a number           Imail or usename         * Multi ball with a lefter or a number
Terms of Use. If you do not wish to agree to these Terms of Use and/or the FollowMyHealth Privacy Policy, do not access or use any part of the Service.  Definitions (a) Aggregate Data. Aggregate Data is PHR Data that: (1) has names and other identifiers removed or altered and (2) is grouped so it does not identify or connect to you as an individual. In other words, Aggregate Data is information that does not identify an individual Services user	Create Password         X         Must be at least 8 characters           Password         X         Must contain at least one number           Confirm Password         X         Must contain at least one special character.           Confirm Password         X         Password: must match
Back I Decline Help English	Confirm and Continue

\*Once you have completed the process of creating your username and password you will receive an email with your username.\*

Get Connected. Follow the on-screen prompts to complete your connection. These screens include accepting our Terms of Service, entering your Invite Code (this will be sent to you separately in an email from a hutchclinic.com address), and accepting the Release of Information.

Click "Next"	Enter "Invite Code" and Click "Next"		
Hutchinson	Hutchinson CLINIC		
Register as an authorized individual Step 1: Welcome	Register as an authorized individual Step 2: Enter Invite Code		
Welcome Mickey, You have been invited to have access to Minnie Mouse's Universal Health Record[s], These screens will take you through the strept process of connecting to their Universal Health Record[s], These actions utilicient time to complete this process from start to finish. If your session is interrupted, you will be asked to start again from the beginning. Please click "Next" to confinue. Next	The invite code is a secret between the patient and the healthcare provider with whom you are connecting. If you were not given a code directly from your provider, if will most likely be either the last four dights of your social secontly number or year of bit hyon. Here methods used to have been applied to that patient and will be the last four dights of har/bracical secontly number or year of bit hyon genetic number accels the last four dights of har/bracical secontly number or year of bit hyones betting used to har patient and will be the last four dights of har/bracical secontly number or year of bit hyones betting used for that patients. For more information, please refer to the invitation email you received from noreplytifollowmyhealth.com or contact your provider.		

## Click "I Accept"

Click "I Accept"	Click "I Accept"
Hutchinson	Hutchinson
Register as an authorized individual Step 3: Release of Information for Minnie Mouse	Register as an authorized individual Step 4: Authorized Individual Acceptance for Minnie Mouse
Please review this Release of Information for Minnie Mouse and click't Accept <sup>1</sup> or 1 Decline' below. Followshylevalth Authorization Release of Information First Name: Minnie Middle initiat: Last Norme: Mouse L. Mouse, Minnie authorize Hutchinson Clinic to release any and all healthcare information about me to my followshylefalth personal health necord for my own use and purposes. I acknowledge that such healthcare information may include the following: ways, clinical diagnosis, histories of present likenses, immunizations, allegies, precipition dug information, inbovatory rewith, aliagnosits screening and testing, clinical procedures, medical research, clinical dug builting, account, and insurance information.	Please review this Authoritzed Individual Acceptance for Minnie Mouse and click "Accept" or "Decline" below. FollowMyHealth Authoritzed Individual Acceptance - Full Access You, Mickey Mouse, are being granted access to the online medical information of another person. By clicking the Accept button, you are verying that you have the right To access this information, granted to you by Minnie Mouse. If you feel that you're received this access in encr. please contact FollowMyHealth.com. By accepting where indicated below, 1 acknowledge and agree that Minnie Mouse (hereafter 'Customer') has authorized me Mickey Mouse (hereafter 'Customer's Delawit/Health.com, ' every and update Customer's personal health record ar maintained on FollowMyHealthcom. ' Review and update Customer's personal health record ar maintained on FollowMyHealthcom. ' Elacest

# Click "I Accept"



# **Registration and Connection is Now Complete** Your health records will now begin to upload.



If you get a "Delay" message, Click on "Yes" and it will continue to download your records.



At the top of your portal page, you'll see a dropdown arrow next to "Hello, Name". Click the name of the "Proxy" account you wish to access.

Hutchinson	Send HO	a Bessage Schedule an Appaintmen Coming Sc Me Inbox	Mello Blickey By Account English
	Age Gender Height Weight Blood Presure Smoking Status Primary Insurance	5 Male 5 9 120.0 lbs 166 / 90 Current smoker Medicaid Ks Assistance 3	Appointments Search: Export Control & Control
Action Center		Collapse All	Recent Activity
<ul> <li>Mickey M Mouse</li> <li>You have 1 upcomi</li> </ul>	ng appointment in th	e next two weeks.	A herrices     Page 1 of 5     Next      Next      Next      Your health record.

Congratulations! You can now access as their "Proxy" and view their health information and start managing their care online!

Hutchinson	Send	a Message Schedule an Appointmen	t Hello Winnie - Wy Account - English - 🖍	P
CLINIC	Hor	ne Inbox (1)	My Health 🔹 My Info	•
	Health Sum Age Gender Height Weight Blood Pressure Smoking Status	10000000000000000000000000000000000000	Appointments Search: # lequest @ isport	
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Action Center			Recent Activity	
Vou have 1 unread er	mail in your mailbox	<u>.</u>	Previous     Poge 1 of 2     Next >	
Your health record co	ntains new clinical it	ems	THUTCHINSON Clinic added 11 X	

Please print out this page and document your Login information for your records:



Questions or Problems Please Contact: followmyhealth@hutchclinic.com

\*For your personal use only\*