

1 – Questions / Concerns

- Ask the Practice

Questions/Concerns		ompose New Gene	eral Message
🕵 Ask the Practice	$\langle $		general
Messages	S	ubject	New Message
🗳 Inbox	A	ddressed To:	Select Provider
🍑 Sent Messages	LC M	essage	
\ge Deleted Messages			
Account Information			
🎥 Personal Information			
🎥 Additional Information			
🎥 Reset Password			
Review			
া Lab / Diagnostic Reports			
Current Statement			
Past Statement			
🗊 Referrals			
PHR-Complete Report			
🟹 PHR-View			
🕠 Visit Summary			
Appointments			Send Cancel

The **Ask the Practice** link takes you to a message screen where you can send a message to the practice. The message will be routed to our Customer Service Manager and from there the CS Manager will either answer your question or will forward your question to the appropriate person. Once the message is replied to, you will receive an email alerting you that you have a new message waiting within your Patient Portal.

2 – Messages

- Inbox
- Sent Messages
- Deleted Messages

Questions/Concerns	Compo: Inbox	se Delete Sent Items Deleted Iten	ns	
Messages		Received From	Subject	Date Time
💕 Inbox 🔹				
鐣 Sent Messages				
X Deleted Messages				

The **Inbox / Sent Messages / Deleted Messages** links take you to your message box within your Patient Portal. You can view new messages waiting for you from us, view messages you have sent to us, and items you have deleted from your inbox or sent items. (Please note that this is <u>not</u> email. If a message is sent to you within the Patient Portal, an email will be sent to the email address we have on file, alerting you that you have a new message waiting.)

3 – Account Information

- Personal Information
- Additional Information
- Reset Password

Under Account Information, you can submit updated information for your RMFMC chart or reset your password. (Please refer to the Password Guidelines link on the Reset Password page to find out more on how to create secure passwords.)

- Personal Information

Questions/Concerns	Personal Details
🜋 Ask the Practice	Last Name Patient Home Phone () -
Messages	First Name Sample
🔮 Inbox	*Address 1 Test
Sent Messages	Address 2 Work Phone () - Ext
Concernent Information	*City Test Sex Male @ Female
Personal Information	NC ▼ Zip 51000 Marital Status ▼
Additional Information	Email samplepatient@gmail.com
🎥 Reset Password	PCP Abol Mark S Select PCP
Review	Abel, Mark S Select PCP
🚻 Lab / Diagnostic Reports	Referring Doctor Select Referring Provider
📋 Current Statement	Default Facility
Past Statement	Emergency Contact
PHR-Complete Report	*Last Name
ঢ় PHR-View	*First Name
🏹 Visit Summary	Address 2
Appointments	Home Phone () - City
🛗 New Appointment	Work Phone () - Ext
n Current Appointment	
🗟 Historical Appointments	To update click here
Requests	

- Additional Information

Questions/Concerns	Pharmacy	
🙎 Ask the Practice		Select Pharmacy
Messages		Employer
🞯 Inbox	Street Address (if different from mailing address)	Linpioyer
🍑 Sent Messages	Address 1	Name
\mathbf{X} Deleted Messages		Address 1
Account Information	Address 2	Address 2
🎥 Personal Information	City	City
🎥 Additional Information 👘 🦂	▼ Zip	State Zip
🎥 Reset Password		
Review	Contacts [Optional]	
🚻 Lab / Diagnostic Reports	1. Last Name	First Name
Current Statement	Address 1	Address 2
Past Statement	City	State Zip
🗊 Referrals	Home Phone () -	Work Phone () - Ext
PHR-Complete Report	Relation	▼
🕠 PHR-View		
📊 Visit Summary	2. Last Name	First Name
Appointments	Address 1	Address 2
New Appointment	City	State 💌 Zip
Current Appointment	Home Phone () -	Work Phone () - Ext
Historical Appointments	Relation	•
Requests		
🖄 Refill Requests		To update click here
☆ Lab Request		
Se Deferral Dequest		

- Reset Password (Please note the Password Guidelines link below)

Questions/Concerns	Ple	ase reset yo	ur password for security rea	asons.		
🔏 Ask the Practice	Refe	fer <u>Password G</u>	uidelines to create secure pass	words.		
Messages			User Name	SamplePatient		
🔮 Inbox			Current Password]	
Sent Messages			New Password		1	
X Deleted Messages			New Password]	
Account Information			Confirm New Password			
🎥 Personal Information						
🎥 Additional Information				Submit	Cancel	
🎥 Reset Password				L		

4 – Lab / Diagnostic Reports

Questions/Concerns	Your Lab / Diagnostic Reports					
🧏 Ask the Practice	Ordered Date	Name	Reason	Result		
Messages	04/22/2012	-Complete Blood Count (hemagram) CBC				
🗳 Inbox	04/22/2012	-Pregnancy, Urine				
🗳 Sent Messages						
X Deleted Messages						
Account Information						
🎥 Personal Information						
🎥 Additional Information						
🎥 Reset Password						
Review						
🚻 Lab / Diagnostic Reports						

The Lab / Diagnostic Reports link leads you to Labs or Diagnostic test results that been PUBLISHED by your provider. Just click on the test name to see the results. (Please note that the only results visible to you are the results that your provider has published.)

5 – Current Statement

o
Questions/Concerns
🕵 Ask the Practice
Messages
💕 Inbox
🍑 Sent Messages
\mathbf{X} Deleted Messages
Account Information
🏖 Personal Information
Additional Information
Are Reset Password
Review
🖮 Lab / Diagnostic Reports
Current Statement

The Current Statement link will show you any Current Statements that you have with RMFMC.

6 – Past Statement



The Past Statement link will show you Past Statements that you have with RMFMC.

7 – Referrals

estions/Concerns	Your past referra	ils	
🕵 Ask the Practice	Date	Details	Valid Until
Messages			
💕 Inbox			
🗳 Sent Messages			
X Deleted Messages			
Account Information			
🎥 Personal Information			
Additional Information			
🎥 Reset Password			
Review			
🚻 Lab / Diagnostic Reports			
Current Statement			
Past Statement	4		
👿 Referrals			

The **Referrals** link will show you any Referrals RMFMC has made with other providers outside of RMFMC, on your behalf.

Questions/Concerns				Print
Messages				Download PHR in CCD format
🗳 Inbox	_			
鐣 Sent Messages		Rocky Mo	ount Family Medical Center Continuity Of Care Document	
\mathbf{X} Deleted Messages	Patient			
Account Information				
🎥 Personal Information	MRN:	Sample Patient 1070908		
🏖 Additional Information	Sex:	Female	Next of Kin:	
Peset Password	Birthdate:	July 19, 1985	Guardian:	
- ·	Address:	Test		
Review		Test, NC, 51000		
া Lab / Diagnostic Reports	Author		Legal Authenticator	
Current Statement	Author:	Mark Abel	Assigned To:	
Past Statement	Telecom:	252-443-3133	Telecom:	
	Address:	804 English Road, Suite 100 Rocky Mount, NC, 278046023	Address:	
PHR-Complete Report		Rocky Mount Family Medical Center	Organization:	

The **PHR-Complete Report** link will allow you to view your complete medical chart in a printable format. You will also have the option to download your PHR (personal health record) in CCD format. (CCD format is putting your patient chart in a format that other Electronic Medical Records can understand and import.)

8 – PHR-Complete Report

9 – PHR-View

Questions/Concerns	Allergies	Procedures	Vitals Meds	Immunization	Labs V Social_Hx	Family_Hx		
🕵 Ask the Practice			6	5				SPrint
Messages	Name		Data of Pirth		Condox	Address / Dhone		A
💕 Inbox	Name		Date of birtin		Gender	Primary:		
鐣 Sent Messages		Sample Patient		, 1985	female	Test NC51000		
\mathbf{X} Deleted Messages						1030,1001000		
Account Information	Allergies							
🎥 Personal Information	Туре	Descripti	ion	R	eaction		Source	
🎥 Additional Information								
🎥 Reset Password								Ŧ
Review								
🖮 Lab / Diagnostic Reports								
Current Statement								
Past Statement								
🗊 Referrals								
🦻 PHR-Complete Report								
🏹 PHR-View								
A.	V							

The **PHR-View** link will bring up your Patient Health Record in a web format that is easy to navigate. You can click on the different sub categories (Allergies, Procedures, Vitals, Meds, Immunization, Labs, Social_Hx, Family_Hx).

10 – Visit Summary

Duestions/Concerns					
	Visit Summaries				
Ask the Practice	Date	Time	Facility	Provider	Reason
Messages	05/05/0040	07 00 PM	Rocky Mount Family Medical		
🗳 Inbox	05/05/2012	07:00 PM	Center	Mark Abel	
鐣 Sent Messages	04/00/0040	05-00 PM	Rocky Mount Family Medical	March Alard	and a stand set of a
X Deleted Messages	04/22/2012	05:00 PM	Center	Mark Abei	abdominal pain
Account Information	04/07/2012	07:00 PM	Rocky Mount Family Medical Center	Mark Abel	
https://www.action.com/action/					
http://www.actionalactionalactionact					Messages 1 to 3 of 3
🎥 Reset Password					
Review					
🖶 Lab / Diagnostic Reports					
E Current Statement					
Past Statement					
🗊 Referrals					
PHR-Complete Report					
DHR-View	4				
🏹 Visit Summary					

The **Visit Summary** link will allow you to pull up Visit Summaries from previous visits.

11 – New Appointment

Questions/Concerns	New Appointment Request		
🙎 Ask the Practice	То	appointment	
Messages	Appointment Type		
🗳 Inbox	Facility		
🗳 Sent Messages	Provider		
\mathbf{X} Deleted Messages	Professed Date Papae		
Account Information	Freieneu Date Kange	From To To	
🎥 Personal Information	Week Day	First Preference 🗸	
🎥 Additional Information		Second Preference 👻	
🎥 Reset Password	Time	First Preference	
Review		Second Preference	
🚻 Lab / Diagnostic Reports			
Current Statement	Preferred Method of Contact		
Past Statement	Email		
🗊 Referrals	Contact Number	() - Ext	
PHR-Complete Report	Reason For Visit		
🕠 PHR-View	Message		*
🏹 Visit Summary			
Appointments			
📅 New Appointment			
Current Appointment			
🗟 Historical Appointments		Send Cance	1

The New Appointment link will bring you to a form that will allow you to request a New Appointment. (Please Note: The appointment must be reviewed and entered by Customer Service before the appointment is actually made. Someone from Customer Service will contact you either by Patient Portal, or call you on the phone.)

12 – Current Appointment

Questions/Concerns
🙎 Ask the Practice
Messages
💕 Inbox
🍑 Sent Messages
X Deleted Messages
Account Information
Personal Information
Additional Information
2 Reset Password
Review
Lab / Diagnostic Report
Current Statement
Past Statement
PHP-Complete Pepart
PHR-Complete Report
📢 Visit Summary
Appointments
🛗 New Appointment
Current Appointment

The **Current Appointment** link will bring up any current or future appointments you may have with RMFMC. (Please note: This <u>will not</u> show you appointments you may have with providers outside of RMFMC.)

13 – Historical Appointments

uestions/Concerns	Previous Appointme	ent Listing				
SAsk the Practice	Date	Time	Facility	Provider	Reason	Status
essages	05/05/2012	07:00 PM	Rocky Mount Family Medical	Mark Abel		Check-In
Inbox	04/32/2012	05:00 PM	Rocky Mount Family Medical	Mark Abol	abdominal pain	Visit Ponding
Deleted Messages	04/22/2012	05:00 PM	Center Dealer Maunt Family Medical	Mark Aber	abdominar pain	visit Pending
count Information	04/07/2012	07:00 PM	Center	Mark Abel		Check-In
Personal Information						Messages 1 to 3 of
Additional Information						
Reset Password						
view						
Lab / Diagnostic Reports						
Current Statement						
Past Statement						
Referrals						
PHR-Complete Report						
PHR-View						
 Visit Summary 						
pointments						
New Appointment						
Current Appointment						
Historical Appointments						

The **Historical Appointments** link will bring up all past appointments you've had with RMFMC.

14 – Refill Requests

Questions/Concerns	Current M	edication							
🌋 Ask the Practice	Da	te Name	Strength	Take	Route	Frequency	Duration	Quantity	Refills
Messages		Makena	15	375 mg	intramuscularly	once	1 dose(s)	5	5
💕 Inbox	Refill Red	quest							
鐣 Sent Messages		>							
\mathbf{X} Deleted Messages	1 7								
Account Information									
🎥 Personal Information									
🎥 Additional Information									
🎥 Reset Password									
Review									
🚻 Lab / Diagnostic Reports									
Current Statement									
Past Statement									
🗊 Referrals									
PHR-Complete Report									
🟹 PHR-View									
Visit Summary									
Appointments									
📅 New Appointment									
n Current Appointment									
🗟 Historical Appointments									
Requests									
💁 Refill Requests									

The Refill Requests link will allow you to request refills for your medications. The request will go to a nurse, who in turn will send the request to your provider. If the provider approves it, your refill request will be filled and you will receive a message in your portal stating so.

15 – Lab Requests

Questions/Concerns	New Lab Request		
🌋 Ask the Practice	То	lab	
Messages	Subject	New Lab Request	Priority: Routine
💕 Inbox	Category		
🗳 Sent Messages		(Press Ctrl key to select multiple Categories)	
X Deleted Messages	Message	Please reorder the selected lab(s).	A
Account Information			
🎥 Personal Information			
🎥 Additional Information			
🎥 Reset Password			
Review			
🚻 Lab / Diagnostic Reports			
Current Statement			
Past Statement			
🝺 Referrals			
PHR-Complete Report			
PHR-View			~
🕠 Visit Summary			Send Cancel
Appointments			
New Appointment			
Current Appointment			
🔁 Historical Appointments			
Requests			
🗠 Refill Requests			
🙀 Lab Request			

The Lab Requests link will allow you to request a Lab test. An example where this would be beneficial is if you are a diabetic patient who gets an A1C test done every three months. If for some reason your lab work was not ordered or you missed the appointment, you could request to have the test reordered from this screen. The request would go to a nurse and / or lab staff who would forward your request to your provider. With your provider's approval, the lab work will be scheduled and you will be notified.

16 – Referral Requests

Questions/Concerns	New Referral Requ	est	
🌋 Ask the Practice	То	referral	
Messages	Subject	New Referral Request	Priority: Routine
🞯 Inbox	Message		*
🍑 Sent Messages			
\mathbf{X} Deleted Messages		Thank You Sample Patient	
Account Information		Sample Patient	
🎥 Personal Information			
🎥 Additional Information			
🎥 Reset Password			
Review			
🚻 Lab / Diagnostic Reports			
Current Statement			
Past Statement			
😡 Referrals			
PHR-Complete Report			-
🕠 PHR-View			Send Cancel
🏹 Visit Summary			
Appointments			
📅 New Appointment			
n Current Appointment			
🖥 Historical Appointments			
Requests			
🖄 Refill Requests			
📸 Lab Request			
🇞 Referral Request 💦 🧹			

The **Referral Requests** link allows you to request to have a referral made to a provider outside of RMFMC, on your behalf. Once the referral is made for you, you will receive notification.

17 – Portal Home



The **Portal Home** link will take you back to the main front page of the portal.

18 – Help

FAMILY MEDICA RC		
		Portal Home <u>Help</u> Our Doctors Working Hours Directions Sign out
Questions/Concerns & Ask the Practice Messages Inbox	Welcome Sample Patient, Rocky Mount Family Medical Center	

The Help link will open a new window that will bring you to an information screen that can assist you to maneuver around the Patient Portal.

😹 Welcome to the Patient Portal		🐴 🔻 🔝 👻 🚍 🖶 🔻 Page 🔻 Safety 👻 Tools 👻 🕡 👻
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Welcome to the Patient Portal

Introduction

Welcome to the Patient Portal Online Help System. Here you can find information that will help you communicate with your physician's office in the most efficient and convenient manner possible.

19 - Our Doctors



The **Our Doctors** link will open up in a new window and bring you to RMFMC's webpage (www.rmfmc.com) where the providers are listed.



20 – Working Hours



The Working Hours link will open up in a new window and bring you to RMFMC's webpage (www.rmfmc.com) where our working hours are listed.



21 – Directions



The **Directions** link will open up in a new window and bring you to RMFMC's webpage (www.rmfmc.com) where Directions are provided.

Map and Directions Physical Address English Road Medical Center 804 English Road, Suite 100 Rocky Mount, NC 27804 Located near the intersection of Highway 64 Bypass and Winstead Ave. Ext. Traveling east on Hwy. 64 bypass take the Winstead Ave/Hospital exit; left at top of exit ramp; right at second light onto English Road; third building on the left (English Road Medical Center) Traveling west on Hwy. 64 bypass take the Winstead Ave/Hospital exit; left at top of exit ramp; right at first light onto English Road; third building on the left (English Road Medical Center)

22 – Sign Out



The **Sign out** link will sign you out of your Patient Portal.