

## Patient Portal Authorization Form for On Site for Seniors, Inc.

(\*required information)

\*Print Patient Name and Birthdate: \_\_\_\_\_

\*Responsible Party/Legal Guardian: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Personal Email Address (please print clearly): \_\_\_\_\_

(Please supply the *personal email address and photo ID of the person who will be using the patient portal*)

### Purpose of this Form:

The patient portal offers patients of On Site for Seniors, Inc. (OSFS) a secure way to view parts of their healthcare records. Please read this form thoroughly before signing to request access to view your medical records on the patient portal.

### How the Patient Portal Works:

A secure web portal is a kind of web page that uses computer security to keep unauthorized persons from reading information or attachments. Health information can only be read by someone who knows the right password to log into the portal site. Once you are logged into the portal, you will have access to only your records or those for whom you are legally responsible.

The patient portal will allow you to:

- View our contact information and office hours and in the upper right-hand corner you may select "Send Message" (this allows you to send a separate message to On Site for Seniors), "My Profile" or Sign Out
- Under the "Messages" tab you can select to read items in your Inbox, Sent File and delete messages or Send Message
- In the Inbox, you may choose to reply, forward, print or open the message as a PDF document
- Print or save an electronic copy of the health summary using the continuity of care document format.

### How to Participate in the Patient Portal:

Upon receipt of your photo ID and this completed form, your email address will be entered into your record. Your provider will upload your health summary to the portal and you will receive an invitation to your personal e-mail to set up your user name and password for the patient portal.

### Protecting Your Private Health Information and Risks:

This method of communicating and viewing prevents unauthorized parties from being able to access your private health information. However, keeping health information secure depends on two important factors; we need you to make sure we have your correct email address and you must inform us if it ever changes. We strongly suggest that you use a personal email account rather than a work email address as this information might be available to your employer. You need to keep unauthorized persons from learning your password. If you think someone has learned your password, you should promptly change it via the patient portal.

### Conditions of Participating in the Patient Portal:

We understand the importance of privacy with regard to your health care and will continue to protect the privacy of your medical information. Our use and disclosure of medical information is described in our Notice of Privacy Practices. Access to this secure web portal is an *optional service*, and we may suspend or discontinue it at any time for any reason. If we do, we will notify you as promptly as possible. As a user of the patient portal and by signing this form you agree NOT to:

- 1) Transmit any electronic information that violates the rights or privacy of any party.
- 2) Use the Web portal in any way that would violate local, state or federal laws.
- 3) Transmit materials that are obscene, defamatory, abusive, slanderous or otherwise likely to result in harm to others.
- 4) Intentionally distribute software/computer viruses or take any other action that could compromise the security of our computer system.

### Patient/Responsible Party/Legal Guardian Acknowledgement:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send or fax this form and a copy of a photo ID to the Medical Record Department at:

On Site for Seniors, Inc., PO Box 238, Hayden, ID 83835, FAX: 208-683-8101

Questions? Call 208-967-4771