

My Patient Visit Instructions

PLEASE PRINT THESE INSTRUCTIONS FOR REFERENCE

Step 1: Visit our web site www.ProvidenceEye.com and click on “Patient Login” in the top right hand corner. Then click the button “My Patient Portal”

Step 2: Under “Don’t have an Account?” click the “Create One Here” link at the bottom of the screen.

- Enter the email that you provided to our practice.
- Create a Password
- Enter your name as we have it in our practice.
- Check the box that you have read the terms & Conditions.
- Click the “Register” Button
- A screen displaying “A confirmation email has been sent to the email address” will appear (for initial registration, email confirmation is **not** required); Click “Continue.”

Step 3: The “Connect to a Practice” page will appear. Fill in the Practice ID PJNQIC & your Date of Birth.

Step 4: Click “Connect.” If all information is valid and matches your record in our system, you will now see a “Safe Health Code” page. Select a preferred method for receiving this code (email recommended).

******* Do **NOT** close the MyPatientVisit page or browser when retrieving Safe Health Code, it will cancel the process.

Step 5: Retrieve your Safe Health Code from your email and input in the provided field. Click “Connect.”

Step 6: Patient Dashboard will appear.

Step 7: Please click the “myVisits” tab and then “Forms.” All new patients must complete the “Online Medical History” and LASIK patients must also complete the “LASIK Questionnaire.”

- Click on the form listed to open it.
- Fill out each section, using the “**next**” button to access the next page..
- If you need to stop before finishing, click on “Save and Resume later” to save your changes. You can continue the form at any time by reselecting it from the Forms page.
- When you complete the Medical History Form **click “Continue to Final step.”** Do NOT submit it until it is complete. Once submitted it will no longer be available for editing.
- Repeat this process for the “LASIK Questionnaire”

Step 9: Please click the “myInfo” tab

- General demographics – please review, edit, update and/or answer the questions on this page.
- Click the “Save Button”

Please rest assured that all information provided is kept confidential, secure, and HIPAA compliant. Please call the office at (704) 540-9595 if you have any questions.