

ALLERGY & ASTHMA ASSOCIATES PORTAL

www.annapollendocsportal.com

Welcome to Allergy and Asthma Associates. As part of our electronic medical records we would like to introduce you to our patient portal and your personal “eChart”. This is a web based platform that connects you to parts of your electronic medical record. It also provides a means for updating your current medication list, scheduling follow up appointments, obtaining laboratory referrals, requesting prescription refills, and contacting our nurse or your physician in a secure environment. We have always prided ourselves on providing exceptional patient service. You can continue to call the office but many will find using the portal simple and less time consuming. The following tips are provided when using the portal.

Getting started:

1. Provide the office staff with your email and let them know if you prefer to be contacted by phone or email.
2. Set up your login and password with our staff while you are checking out. You may also call the office to set up your password. If you forget your login or password this is easily recovered through the portal.

Logging in:

1. Go to www.annapollendocsportal.com It is recommended to turn off pop up blocker for this site.
2. Login with your login name and password provided.
3. **DO NOT SELECT NEW USER REGISTRATION OR REGISTER BUTTONS!!!** This will create a new/duplicate patient account.
4. If you have any problems logging in please call the office.

My eChart:

1. **My Account:** Change contact information, insurance, or primary care provider designation. Review and make payments. **PLEASE DO NOT CHANGE YOUR DESIGNATED PROVIDER.**
2. **Appointments:** View, change or cancel currently scheduled appointments. Follow up appointments can be scheduled. **IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL PLEASE CALL THE OFFICE.**
3. **Questions:** Communicate securely with our staff. Update your clinical status or provide update. **PLEASE CALL THE OFFICE FOR URGENT MATTERS.**
4. **Medications:** Request refills or update your current list of medications.
5. **Studies:** Print out copy of laboratory referral.
6. **My Medical History:** **DO NOT USE THIS SECTION OF THE eCHART.** You maybe prompted to complete this section but disregard.
7. **Clinical Summary:** Reviews problem list and medications.