

## My Sacred Heart Patient Portal

### What is My Sacred Heart Patient Portal?

**My Sacred Heart Patient Portal** is an online health care information management tool for patients provided by Sacred Heart Hospital.

### How do I access My Sacred Heart Patient Portal?

Once you have received a validation code, you can set up and access **My Sacred Heart Patient Portal** anywhere you have access to the Internet.

### Is my information secure?

Yes. **My Sacred Heart Patient Portal** is a secure website that provides the ability to access, view and print your health information.

### What can I access?

You can now view Sacred Heart's laboratory test results, radiology results and physician reports posted from today forward. Your results and reports will be available on the Patient Portal within 36 hours of your appointment.

**My Sacred Heart Patient Portal** also allows you to find a doctor, refill a prescription and pay your bill.

The secure messaging and scheduling appointment features will be accessible at some point in the future.

Don't have time to sign up for **My Sacred Heart Patient Portal** at registration?

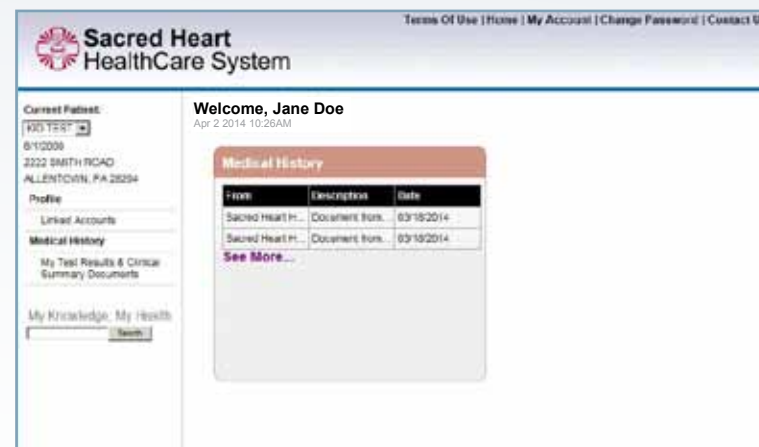
Simply call Medical Records at 610-776-4505 to get started.

## Easy Steps to Gain Access

1. Request a **My Sacred Heart Patient Portal** account at the time of your registration at Sacred Heart. To register for an account, you will need a valid email account and a picture ID at the time of your request. An account will be created and you will be provided a personalized User Validation Code via email.
2. A **My Sacred Heart Patient Portal** welcome email will be sent to the primary email address provided at registration. This email will include a secure link to the Patient Portal.
3. Select the **Click Here** link in the welcome email to complete account activation.
4. Enter the User Validation Code and select **Submit**.
5. A Username will be auto-generated and prepopulated in the Username field. You can accept the default Username or select a new Username.
6. Enter a password that is a minimum of six characters and contains at least one number. Passwords must begin with a letter and cannot include special characters (!, @, #, &, etc.)
7. Select **Create** to continue.
8. Enter the Username and Password, then select **Logon**.
9. Complete the Password Recovery Security Questions.
10. Select **Save Answer** to continue.
11. Click **Finish** to complete.

## View Your Medical Records

1. Select **Medical History** to view available medical documents. The screen will display the Medical History Inbox.
2. Select **Sort By** (Date Newest or Oldest) to filter the inbox results.
3. Select the document type from the options available.
4. Additional filters can be added by entering a document description or by adding a date range.
5. Select **Search** to execute the query.
6. Select the **View Document** icon of the document you would like to view. The screen will display the selected documents.
7. To view multiple documents, click the checkboxes at the beginning of the document item row.
8. Select the **Print** icon located on the dialog box to print.
9. Select **Complete** located at the bottom right of the screen to close the page.



Now you can connect to your health on your time.



24/7 access to your information.  
Secure. Easy. Personal.  
Give it a click today.

<http://mysacredheart.org>



## Get Started Today

To get started with **My Sacred Heart Patient Portal**, go to [www.shh.org](http://www.shh.org) and click on **Patient Portal**.



### Additional Questions?

For technical questions or patient record information, please call **610-776-4505** or email [records@shh.org](mailto:records@shh.org), Monday - Friday from 7:30 a.m. - 4:00 p.m.



## My Sacred Heart PATIENT PORTAL

### PATIENT USER GUIDE



Learn how to use your online health management tool.



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<http://mysacredheart.org>