



**BE SURE TO GIVE US YOUR  
EMAIL ADDRESS!**



**If you supplied DAK with a current email address, you will receive your PIN # the next business day following your appointment.**

Be sure to add [no-reply@patientportal.net](mailto:no-reply@patientportal.net) to your email account's "safe senders" list to keep patient portal correspondence from going to your Junk folder.

## PATIENT PORTAL FEATURES



**Secure & HIPAA  
Compliant**



**Get a Summary  
of Your Medical  
Information**



**View Test  
Results**



**Ask Questions  
Securely**

## PATIENT PORTAL REGISTRATION INSTRUCTIONS

Click link provided in the email you received from [no-reply@patientportal.net](mailto:no-reply@patientportal.net)

### STEP 1

**OR**

Go to [patientportal.intelichart.com](http://patientportal.intelichart.com) and click on the "Create Account" tab.

### STEP 2

Under "Create Account" tab, enter your current email address, create a password, **enter your PIN** (case sensitive), enter your date of birth, select a security question and answer, enter dependent information (if needed), and agree to the Terms and Conditions.

### STEP 3

Click *Complete* to finish the process.

**You now have a Patient Portal account!**

➤ If you do not see your results within 2 weeks or have trouble accessing your account, please call the main office at 859-263-4444. ◀

# ACCESSING YOUR CLINICAL NOTES/RESULTS

## STEP 1

Once logged into your Patient Portal account, click on the "My Chart" tab at the top of the screen.

## STEP 2

From there, you will click on the "Documents" tab when it appears below.

## STEP 3

Your visit summaries will be located in the Clinical Documents section.

Your scanned documents, such as your lab results and path reports, will be located in the Encounter Notes section.

The screenshot shows the Patient Portal interface for Jim Practice. At the top right, it displays the date "Monday June 27, 2016" and links for "Feedback", "About", and "Logout". The navigation bar includes "Home", "Messages", "Medications", "Forms", "My Chart" (highlighted with a red box and labeled "1"), "My Health", and "My Account". Below this, a secondary navigation bar shows "Chart Summary", "Histories", "Allergies", "Visits", "Immunizations", "Problems", "Vitals", and "Documents" (highlighted with a red box and labeled "2").

The main content area is divided into two sections. The top section is titled "Documents" and includes an "Add Document" button. Below it is a table with columns for "Date Uploaded", "Filename", "Description", and "Actions". The table is currently empty, displaying "No data available". A red box and the number "3" highlight this section.

The bottom section is titled "Clinical Documents" and "Visit Summaries Here". It features a search bar, a "Show 10 entries" dropdown, and a table with columns for "Date Created", "Filename", and "Actions". A single entry is shown: "6/27/16 9:10 AM" with filename "CCD\_201606270910\_428917". Below the table are "View File History" and "Delete" buttons. A red box and the number "3" highlight this section.

The bottom-most section is titled "Encounter Notes" and "Scanned Documents (Paths and Labs) Here". It has a table with columns for "Encounter Date", "Name", and "Practice". A single entry is shown: "12/17/15 5:32 AM" with name "External" and practice "Dermatology Associates of Kentucky". Below the table are "Previous", "1", and "Next" buttons. A red box and the number "3" highlight this section.

On the left side of the interface, there is a sidebar for "Jim Practice" with a profile picture and links for "View my account", "View my chart", and "Print my chart". Below that are "Practice Pages" for "Dermatology Associates of Kentucky" and "Quick Links" for "View messages" and "Change password".

\*Please note that if you and your spouse are both DAK patients, you will need to use separate email addresses when setting up your Patient Portal accounts.

\*\*Also, instructions on how to set up a Patient Portal associated account for a child/dependent are available on our website at daklex.com, under the "Patient Info" tab.