To Fill out your Medical History before your appointment:

Patient Portal Instructions

After making an appointment with the office staff by phone, an email will be sent from support@freeptsoftware.com with a message of Portal Access Info. The temporary password you are given in the email will expire in approximately 24 hours from making the appointment. Make sure you log in and change your password soon after making your appointment. In the email, it will give you a link to click on to access the Patient Portal.

If your password has expired, put in your username and click on Forgot My Password and you will be emailed a new one.
Once you get to the Login page, you can enter your Username (which is your email address) and your temporary password.

The next screen will be a Health Information Privacy Practices that you can read, and click on I Accept at the bottom of the page. It will alert you that the document was signed successfully. Then Click to Continue.
The next screen will ask you to change your password. You want to save this password so you can use the portal at a later date. Your password must contain at least 5 alphabets and 3 numbers.
Once you have successfully changed your password, you will get this screen as confirmation.

Once you **Click to Continue**, it will bring you to the following screen.
Click on the Launch button in the **Patient Kiosk Forms Box** that is brown in color and located at the bottom left hand side of the screen.
You will click on the Blue paper and pencil icon to fill out the Patient Intake Form.

The form is designed with the question or information needed on the left side of the screen and a list of answers to the right. You can select all the answers that are appropriate for you for each question. Once you select an answer, it will add the selected option to a box at the bottom of the right hand side column. If the option is not present, you can type in any additional information into the box. The program allows 20 min between each selection before automatically logging out of the system.
Click on the **SAVE** button when you have completed the form.

If the portal times out before clicking the **SAVE** button (approximately 1 hour), you can log into the portal again by clicking the link in the email and start the form over. If you **SAVE** or close out of the form before finishing the form, you will not be able to access the form again through the portal and we will have to have you finish the form at the time of your initial appointment.