

## **SRS** Communicator

- 1. Your provider's office will give you a temporary password. Retain this document!
- 2. You will receive an email containing a link to set up your account. Click on the link.
- 3. The Create New Account screen displays. Your email address is the Username.

SRSsoft reate New Account Access to chart:			
Patient: Diana Mitchell Sex: F DOB: 5/29/1957	Prad	sce: SRSTECHLABV9	
Username Enter Temporary Password	dmitchell_srs@mailinator.c		
Enter New password		Password Requirements Peasword Length: Enhandsminimum Must contain a least one copial littler Must contain at least one copial littler Can contain, but not required: See 5% ~26*() All other symbols are involid	
Confirm password	ge Road. Montvale. 13 07645	All other symbols are invalid	Next.

**Enter Temporary password** - type in the temporary password provided by the practice.

Enter New password - type in a new password.

**Confirm password** - reenter the new password and then <u>click out of this field</u>

- 4. Click on the **Next** button.
- 5. A screen with three security questions appears. Click on the down arrow and click on a security question to select it.
- 6. Type the answer to the selected question in the field below the question. Answers are case sensitive.
- 7. Repeat for the remaining security questions and then click on the Create Account button.
- 8. The **Patient Portal** log-in screen appears. Enter your **UserName** (email address) and **Password**. Then click on the **Login** button.

SRSsoft Patient Portal	
Uperformer Intended, sagewing: Password: Composited Password:	
#2014 SRSeck: 155 Cheatrut Ridge Road, Montrele, NJ 07645	Site version: v9.1.353

**Note**: It is recommended that this webpage is saved as a Favorite in your internet browser. The address is <u>https://myportal.srssoft.com</u>.

9. The Terms and Conditions screen appears; click on the Accept button.



10. Your SRS Communicator account displays. Orange colored text indicates a link to the information indicated; click on the orange text to view the information.

Last Login: (first login)	Home Page > Dashboard	Hello deborahm@srssoft.com
Current chart. Diana Mitchell	Practice: DEMO9-DB_RS	Your account Sign out
lelect chart		
Dashboard	Diana Mitchell - Personal Health Record	
Dashboard	Messages	
Message Center	No New Message	
Conversion of the state of the	Personal Health Record	
🔍 View Health Recor	d View entire health report	
-	View health report by office visit	
History	Health record not available	
Edit My Account		
Annage Chart		
2014 SRSsoft, 155 Chestnut Rid	pe Road, Montvale, NJ 07643	Site version: v9.0.522

The top-left of the screen displays the name of the patient. If the account is linked to more than one chart, as in the case of a parent with children, click on the orange **Select chart** link to change the patient to the desired chart.

<u>**Dashboard**</u> – This is the default view when logging into the SRS Communicator. It provides a summary view of the patient's chart.

- Messages indicates if a new message is waiting.
- **Personal Health Record** indicates if the health history for the patient is available.
- View health report by office visit indicates if the patient's Clinical Summary is available.

## Message Center - Click on the Message Center navigation button.

To send a message:

- 1. Click on one of the options:
  - **Compose New Message** Click on this to send a message to the doctor.
  - **Request a change to my chart** Click on this to send a message to the practice to make a change to the chart, e.g. a change of address.
- 2. The **Send new message** dialog box appears. Click on the down arrow next to the **Subject** field and click on a **Subject** to select it.
- 3. Click on the down arrow next to the **To** field and select a recipient from the list
- 4. Type in the message and click on the **Send** button.

## To view a message:

1. The **Dashboard** indicates the presence of a new message. Click on the orange text.

\_\_OR\_\_

Click on the **Message Center** navigation button.

2. The **Inbox** displays, click on the message to open it.



3. The message displays. Click on the **Reply** button to send a response, or click on the **X** button to close the message.

To delete a message:

- 1. Click in the checkbox in the message list; **Delete Selected Messages** is activated.
- 2. Click on **Delete Selected Messages**. A dialogue box appears. Click on the **OK** button.

<u>View Health Record</u> – Click on the **View Health Record** navigation button, the patient's **Personal Health Record** displays. This is the complete health history.

At the top of the **Health Record** are two buttons:

- **Save health record** click to download a copy of the Health Record.
- Send health record click to forward a copy of the Health Record to a provider at a different practice. This requires the account holder enter the recipient's direct-address; it does not utilize standard email.

History - Click on the History navigation button to view the health history.

To view the history:

- 1. Click on the orange link for:
  - All activities in the last 30 days

-OR-

• All activities in the last 60 days

-OR-

Enter a date range and click on the **Go** button.

2. The history displays. Click on a different navigation link to close this view.

<u>Edit My Account</u> - Click on the Edit My Account navigation button to make changes to the SRS Communicator account.

- Change Email Address Click on the orange text to change the account's email address.
- **Change Password** Click on the orange text to change the account's password.

Alerts are automatically sent to the account holder's email address to notify him/her when there are changes to the patient chart information. Click in the check boxes to make changes to the email alerts received.

Click on the **Manage Chart Access** navigation button; the screen displays allowing the user to remove a patient chart from the SRS Communicator account.

If the patient has **Patient Representatives** added those names would appear here.