

Patient Portal Enrollment for Ambulatory Clerical, Clinical Staff and Providers

Cerner Ambulatory EDUCATION

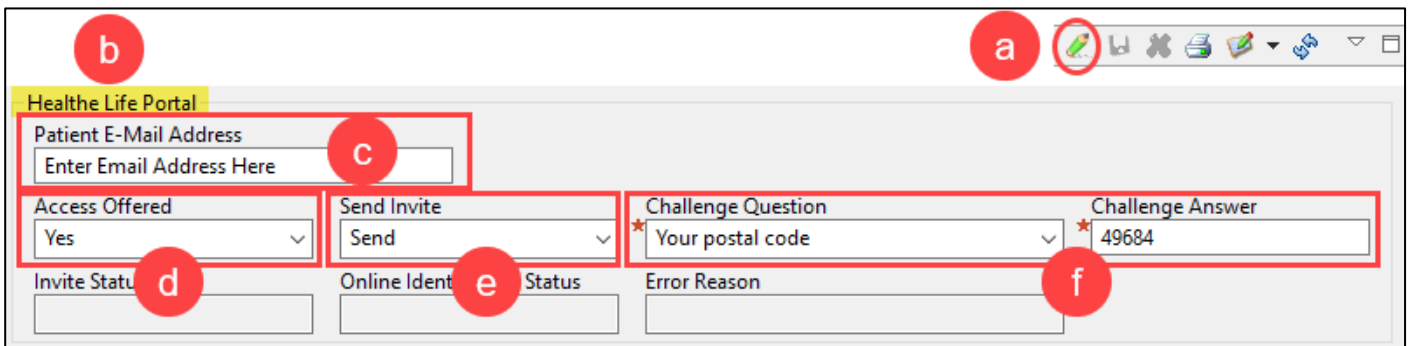
Summary: Follow the steps below to send an enrollment invitation to a patient to begin the enrollment process in the patient portal.

Support: Ambulatory Informatics at 231-392-0229.

Sending an Invitation

1. From the patient's RevCycle chart:
 - a. **Click** green pencil to edit.
 - b. **Scroll** to Healthe Life Portal.
 - c. **Type** patient's active email address.
 - d. **Select** Yes for Access Offered.
 - e. **Select** Send for Send Invite.
 - f. Challenge Question and Challenge Answer will auto populate.

The patient portal is available for anyone 13 years or older. Patients 12 years of age and under must be authorized via a proxy. Proxy authorization can be found here: [Patient Portal Proxy Access Form](#).



The screenshot shows the 'Healthe Life Portal' form. Red boxes and letters highlight the following elements:

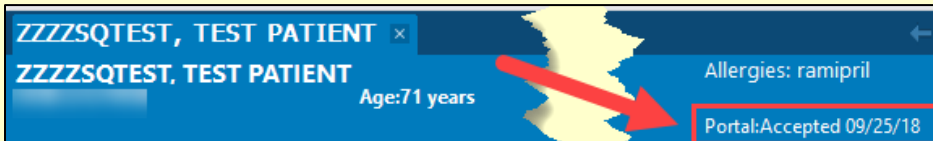
- a:** Green pencil icon in the top right toolbar.
- b:** 'Healthe Life Portal' section header.
- c:** 'Patient E-Mail Address' field with the placeholder 'Enter Email Address Here'.
- d:** 'Access Offered' dropdown menu set to 'Yes'.
- e:** 'Send Invite' dropdown menu set to 'Send'.
- f:** 'Challenge Question' (set to 'Your postal code') and 'Challenge Answer' (set to '49684') fields.

2. When complete, **click** Disk.

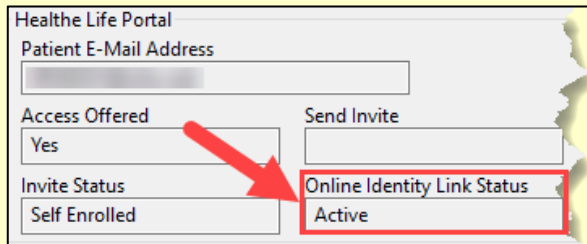


The patient will receive an invitation to the email address provided. This will contain instructions to complete the enrollment process. When a patient is fully active, you will see the following in the application:

PowerChart:



Revenue Cycle:



Patients with technical questions or problems accessing their account should call 877-621-8014.