

# Welcome to My Kid's Chart!

Our patient portal will allow you to:

- view upcoming appointments for your child
- review a visit summary for your child's appointments, including
  - diagnoses
  - vitals (height, weight, etc.)
  - screening results (vision, hearing)
- receive lab results
- view Care Plans that have been created for your child
- download and print a copy of your child's immunization record and visit summaries
- receive handouts pertinent to your child's care
- send a PDF of a form to the office (please fill out your part first, especially your child's name) and receive completed forms

In addition, you will be able to send secure messages to the office to request

- non-urgent medical advice (from the nurse)
- non-same day appointments (check-ups, follow-up appointments)
- prescription refills

These messages are responded to during normal business hours, and it may take 24 hours for a reply. You will receive a notification at the email address you provided that a new message is waiting for you in the patient portal. You can retrieve the message by visiting [mykidschart.com/pedsmtcarmel](http://mykidschart.com/pedsmtcarmel).

## *To request an appointment . . .*

You will need to provide as much specific information as possible, such as

- Patient name and date of birth
- Type of appointment needed
- Doctor you would like to be scheduled with
- Office location
- When
  - specific date or day of the week
  - time of day

**Please call the office directly if you need to schedule a same day appointment or reschedule any existing appointments**

## *To request a prescription refill . . .*

You will need to provide the following information

- Patient name and date of birth
- Name of medication, including if it is a brand-name or generic medicine, and dose
- Pharmacy to send refill to OR office location for pick-up

Prescription refills can take up to 72 hours before they are complete and cannot be expedited

**Do not send a message if you wish to request a different medication or dose—these type of requests typically require an appointment with the Doctor who usually prescribes the medication**

# My Kid's Chart Registration

\*\*This service is only available to patient's legal guardians, such a mother, father, or other court-appointed custodian\*\*

Email address: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Patients to add to account:

Name	Date of Birth	Relationship to Patient

Once your account is created, you will receive an email with a temporary password that is active for 1 week. You will need to sign into the portal in order to complete your account set-up. Be sure to verify that your name appears correctly and that the names of the patients you have requested access to appear on the screen.

Please be aware that when a patient turns 13, the record for that patient automatically becomes **private**. Messages can still be sent in regards to the patient, but information in the chart cannot be viewed. After the patient is 13, he or she may grant permission to a parent or guardian to have access to the chart by completing and signing a release form. This permission can be revoked at any time at the request of the patient or at the discretion of the physician.

Signature \_\_\_\_\_

Date \_\_\_\_\_

THIS FORM CAN BE FAXED TO 513-752-3387 IF COMPLETED OUTSIDE OF THE OFFICE

*For office use only*

Date account requested	
Date account set-up	
Initials	
Temporary password	