



Step by Step Guide to the Patient Portal

Did you know you have online access to your health information via the patient portal? You will be able to view and edit your “Patient Info” which includes medications, allergies and past medical history. You will also be able to view your “Visit Info” which includes full visit notes and tests and results information. You will also have the capability to download and transmit your visit to another provider if needed.

At this time, the Patient Portal is only accessible via Firefox browser. Firefox browser is available for free download at www.mozilla.org.

1. Type in the URL listed below into a Mozilla Firefox browser and hit enter. DO NOT type www or https in front of the URL.

centralderm.ema.md

2. Login with your username and password. Your username could be the email address you provided. **(OR)**

(First 2 letters of your first name) + (first 2 letters of your last name) + (your birthday MMDDYY)

Ex) Jamie Lopez birthday 07/23/1974 = jalo072374

Ex) John Doe birthday 01/01/1950 = jodo010150

If you're having trouble logging in with your username and password, please contact our main office at 919-401-1994 for assistance. We can reset your password or you can use the “forgot password” reset option.

This will bring you to a page where you are able to view and edit or add information to your record.

Under the “Patient Info” tab:

- The **Contact Information** and **Insurance** tabs are for you to review and verify the information. You may contact our office directly to make any changes. (*You are not able to edit boxes shaded in grey).
- The **Pharmacy** tab allows you to enter your pharmacy information so that your doctor can electronically send your prescriptions.
 1. Click on the “Pharmacy Search” button.
 2. You can search for pharmacies by filling in as much information as you can. We recommend entering the pharmacy name, state and city. Once you click on search, a list of pharmacies will appear. If you don't see your pharmacy populate, try to search by state and city only. (Remember that your pharmacy has to be a sure scripts pharmacy, so you may not be able to find a local independent pharmacy.)
 3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
 4. Verify the name, address and phone number of the pharmacy. Click on the “next” button. If you have selected the wrong pharmacy, click on the remove button in blue, and start your search over.

- The **Medications** tab allows you to enter all of your current medications. Most over-the-counter medications should populate as well and should be added to your medications list. (*The blue bubble next to each medication will pull up information about that medication)
 1. Click on the blank field next to drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text “add with unspecified dispensable” at the top of the list. You will then see your medication listed below. You can add as many medications as you like.
 2. If you cannot find the correct medication, you can always click in the box titled “other” at the bottom of your medication list and type in your medication.
 3. If you are not currently taking any medications, click on the “mark no medications” button at the top of the page.
 4. If you have selected a medication in error, simply click on the blue delete button to the right of the medication you want to delete.
 5. You may add additional information into the blank fields next to each medication (frequency, date started, etc), but you do not have to.
 6. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Allergies** tab allows you to enter any known drug allergies.
 1. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
 2. There is an “other” box for you to type in any allergy that you cannot find at the bottom of the list.
 3. If you have no known drug allergies, click on the “mark no known allergies” button at the top of the page.
 4. Select the type of reaction you experienced with that allergy. If you are unsure of your reaction, then type “unsure” or “unknown” in the “other” section.
 5. As with medications, if you select an allergy in error, click on the blue delete button to the right of the allergy you wish to delete.
 6. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Past Medical History** tab allows you to enter your medical history and surgical history. There is a separate section for Skin Disease.
 1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click in the box next to “other” and type the condition in the box. You can also add any details about your condition in the box that appears under the condition after it is selected.
 2. If you have selected something by mistake, click on the box again and the check mark will disappear.
 3. Scroll down to enter your surgery history the same way.
 4. If you have no medical conditions and/or no previous surgeries, please click the box next to “none”.
 5. Once you are finished, scroll to bottom of the screen and select “Save and Continue”.

- The **Skin Disease History** tab allows you to enter any previous skin problems.
 1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the “other” box and type in your condition.
 2. If you have no previous skin problems, please select none.
 3. Scroll down to answer more questions regarding your skin cancer history.
 4. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Social History** tab allows you to document drug, alcohol and smoking history.
 1. Click on the box that applies to you. If none apply, select none.

2. Scroll down to select your smoking status. Click on the box under “smoking status” and a drop down box will appear. Click on the statement that applies to you.
3. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.

- The **Problem List** tab allows you to view any condition your doctor has diagnosed you as having and the date you were given that diagnosis. (You are not able to change any information in this tab)

Under the “Visit Info” tab:

- The **My Health** tab allows you to view full visit notes from all of your visits since July 2012 when this office started using EMA.
 1. Click the blue hyperlink with the date and time of your visit on the left side of each entry to open and view your visit note.
 2. On the right side of each entry, there are links to view, download or send your CCD (continuity of care document – a summary of the visit). This is available to send to other providers as needed. You must have a special e-mail address called a “HISP” address from your provider to be able to send your CCD electronically; you will have to contact your provider directly to obtain this address. If you cannot obtain a HISP address then you can simply print out the CCD to give to your provider.
- The **Tests and Results** tab allows you to view any test or lab that was performed or ordered for you. You can also see the results of those tests or labs if they have been received. For example, all biopsies and blood work should be in this section for you to view. (You are not able to change any information in this tab)

Under the “Contact Us” Tab:

- The **Mail** tab will allow you to send a secure electronic message directly to your provider. Please allow 24 business hours for a reply. If it is an urgent message, we recommend you call our office directly at **919-401-1994**. If it is an emergency you should dial **911**.