

HOW TO: UNDERSTANDING YOUR PATIENT PORTAL

DASHBOARD

Complete Mind Care LLC

Office staff_Providers can send messages through your portal

Minnie Mouse
12/30/2022 04:56 PM | [Log Out](#)

Alerts will appear here, like upcoming appointments or messages to read

Home / Dashboard

My Profile

Messages

Education Material

Forms / Documents

Treatment Plan

Assessment Tools

History

Medications

Allergies

Billing

POWERED BY inSync

Messages

Education Material

NEXT APPOINTMENT **01/02/2023 09:00 AM**
Ortiz-Aguayo, Roberto, MD | Tele - Psychiatric Progress Note (30)

26 Upcoming Appointments

Jan 02 Mon, January 02, 2023, 09:00 AM
Ortiz-Aguayo, Roberto, MD | Tele - Psychiatric Progress Note (30 mins) | Pending

To complete paperwork

Total No. of Appointments: 1 [View More](#)

Account Summary

Hooray!
You have nothing to pay!

[View Statement](#) [Payment History](#)

You can review your statements, see remaining balances and make a payment through your portal

To view future appointments or "join" your telehealth session

UPDATING INFORMATION

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Primary Info

Insurance Details

Toggle between tabs to update patient information insurance information

My Details

Prefix First Name* Middle Name Last Name* Suffix DOB*
Select Minnie 1/1/2000

Sex Alternate Name Maiden Name Marital Status MRN SSN
Select 0000000908

Blood Group Primary Provider Referring Provider Primary Facility
Select Ortiz-Aguayo, Robe Complete Mind Care of PA

Mode of Contact
Select

I declined / unable to provide Race, Ethnicity and / or Preferred Language

Race Ethnicity Preferred Language
None

Contact Details

Save & Submit Cancel

ALWAYS save before moving on

Add a signature for easy signing of patient forms

Add Signature

ADDING SIGNATURE

Signature

Manual Type Initials ← Choose ways to "sign"

Minnie Mouse

Vladimir Script

Minnie Mouse

Clear

Security Question:
What is the first name of your eldest nephew/niece?

Answer:
.....

Enter 4-digit security code:
....

Save Clear

CLICK HERE

Add Signature

TROUBLE SHOOTING – if you cannot see the “save” button.

*Go to your web browser settings and change the “zoom” to smaller size

New tab Ctrl+T

New window settings Ctrl+N

New InPrivate window Ctrl+Shift+N

Zoom — 75% +

Click here for drop down settings

PATIENT FORMS

Form Name	Received On	Last Submitted On
Advance Beneficiary Notice of Non-coverage (ABN)	01/03/2023	
Auth Release of Records	01/03/2023	
Auth to Retrieve Records	01/03/2023	
Authorization for Release of Records	01/03/2023	
CMC Client Insurance Form	01/03/2023	
Financial Policy	01/03/2023	
HIPPA Auth for Release of Records	01/03/2023	
Medicare Advanced Beneficiary Notice (ABN)	01/03/2023	
Revocation of HIPAA	01/03/2023	
Consent for Tx - Therapy Med Man	01/03/2023	01/03/2023 03:28 PM
Notice of Privacy Practices	01/03/2023	01/03/2023 03:30 PM

ONLY "submitted" forms will appear here
"saved" forms will NOT

TIP for easy document signing:

At the bottom of the selected form...

PATIENT SIGNATURE:

Minnie Mouse

Pre-configured signature will appear here

Date:

01/03/2023

ALWAYS SAVE _SUBMIT

Save & Submit

Save

Submit

** Click Save if you only want to save the changes and not to submit.

BILLING

Home / Dashboard

Messages

Education Material

Manage Saved Cards

Add a credit card on file for easier payments

You don't have any upcoming appointments.

24 Upcoming Appointments

Account Summary

You don't have any upcoming appointments.
To book an appointment, please contact your Practice.

- Home / Dashboard
- My Profile
- Messages 2
- Education Material
- Forms / Documents 9
- Treatment Plan
- Assessment Tools
- History
- Medications
- Allergies
- \$ Billing**

My Bills

- My Statement**
- Ledger
- Online Payment Log
- Payment Receipt

Warning! You cannot view the statement as there is no balance due to practice.

To review your statement, payment history, or to make a payment