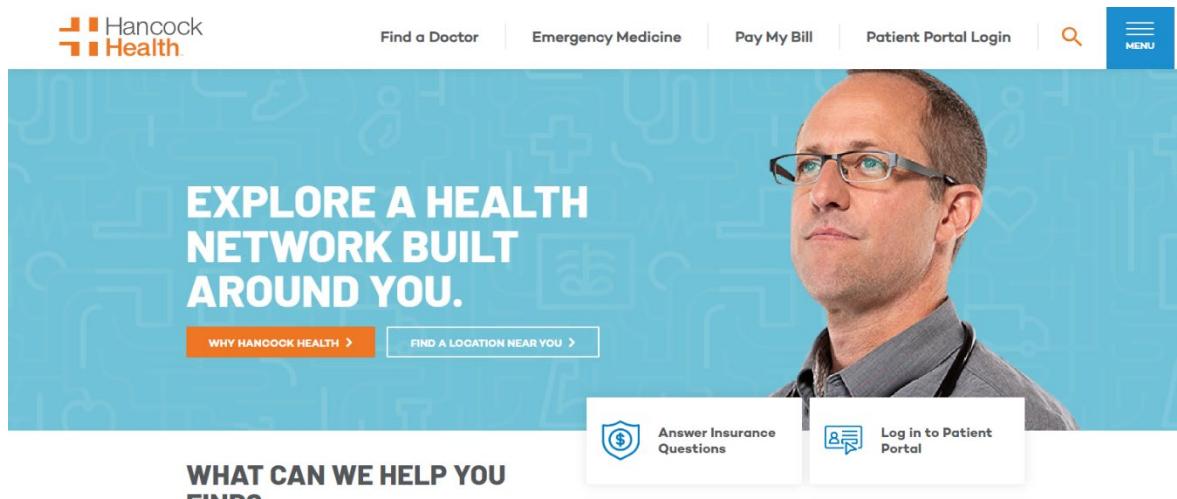
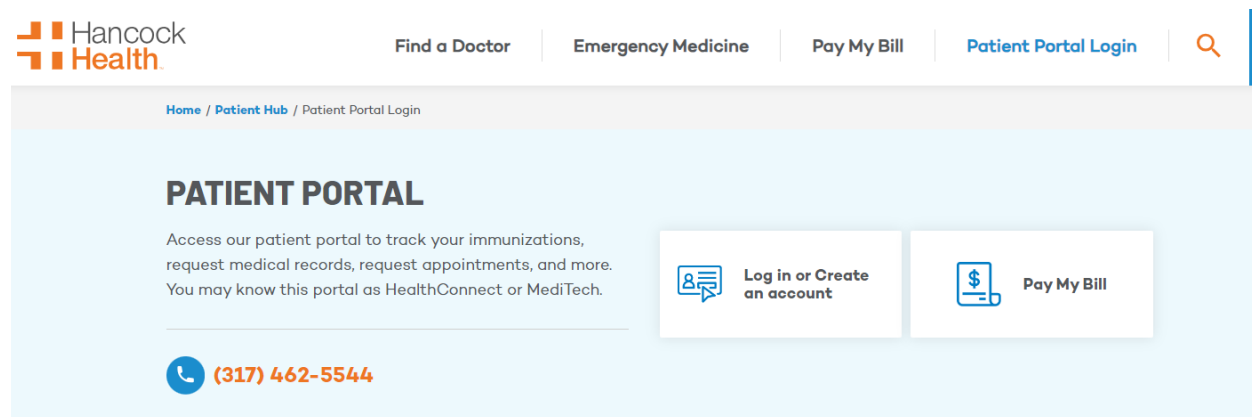


Welcome to Hancock Well-Being at Work! We are happy that you have chosen us for your care. Below are the steps that are needed to be able to sign up for portal appointments.

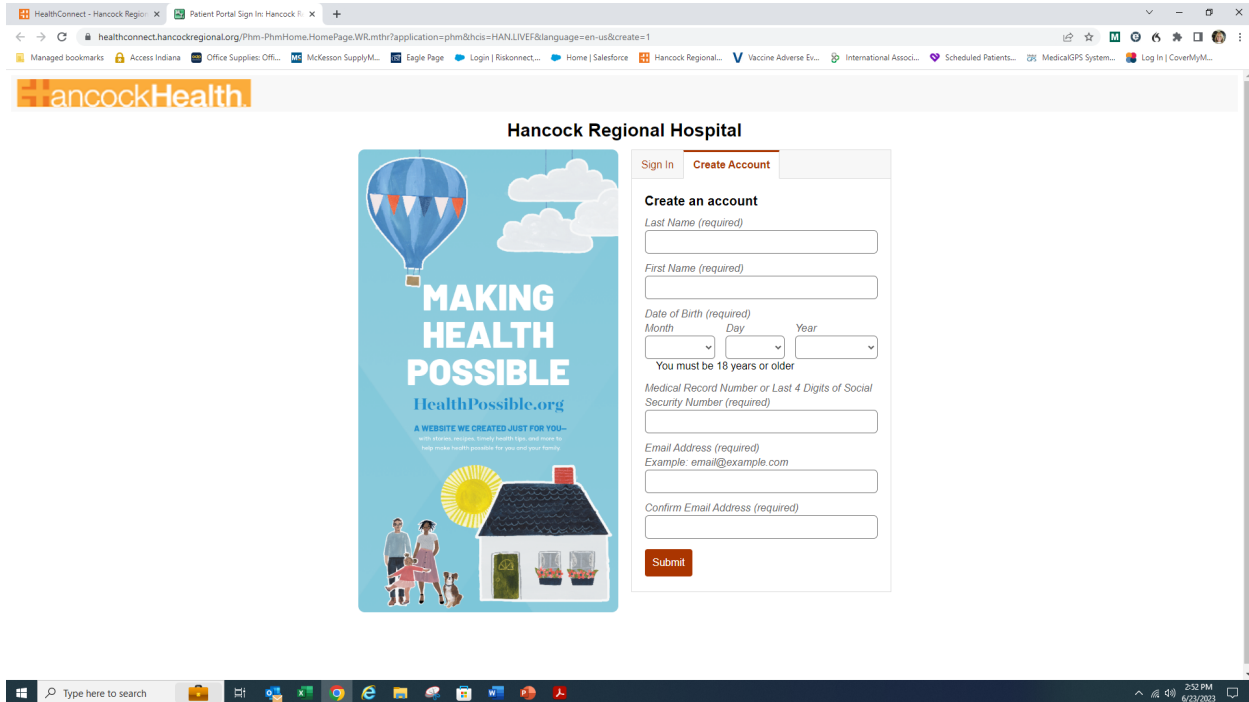
First, go to the main page of the hospital website (www.hancockregional.org) and select one of the Patient Portal Log In buttons.



Next, sign into the patient portal. You will either need to log in or enroll if you have not previously signed up. You must be at least 18 to enroll and your email must be on file prior to enrollment. We can create family accounts by enrolling a parent, guardian, or spouse as a portal user, then attaching the children/spouse/ senior parents to that account, provided we have a portal proxy form on file. **Please complete a separate proxy form for each family member you want connected to your portal. If the child is 12 years old or older, they MUST SIGN THE FORM AS A PATIENT. Please email completed forms to healthconnect@hancockregional.org. See the last page of document for Proxy form.



To create an account, click on enroll then add your last name, first name, date of birth, last four digits of your social security number, and your email address. Once you have done this, click submit.



You will then receive a confirmation email like this:

You have been successfully enrolled in your hospital's electronic Patient Portal. The Patient Portal is your personal link to your confidential medical records. It will only take a couple minutes to get logged in!

Please follow the instructions below to securely access your online medical record.

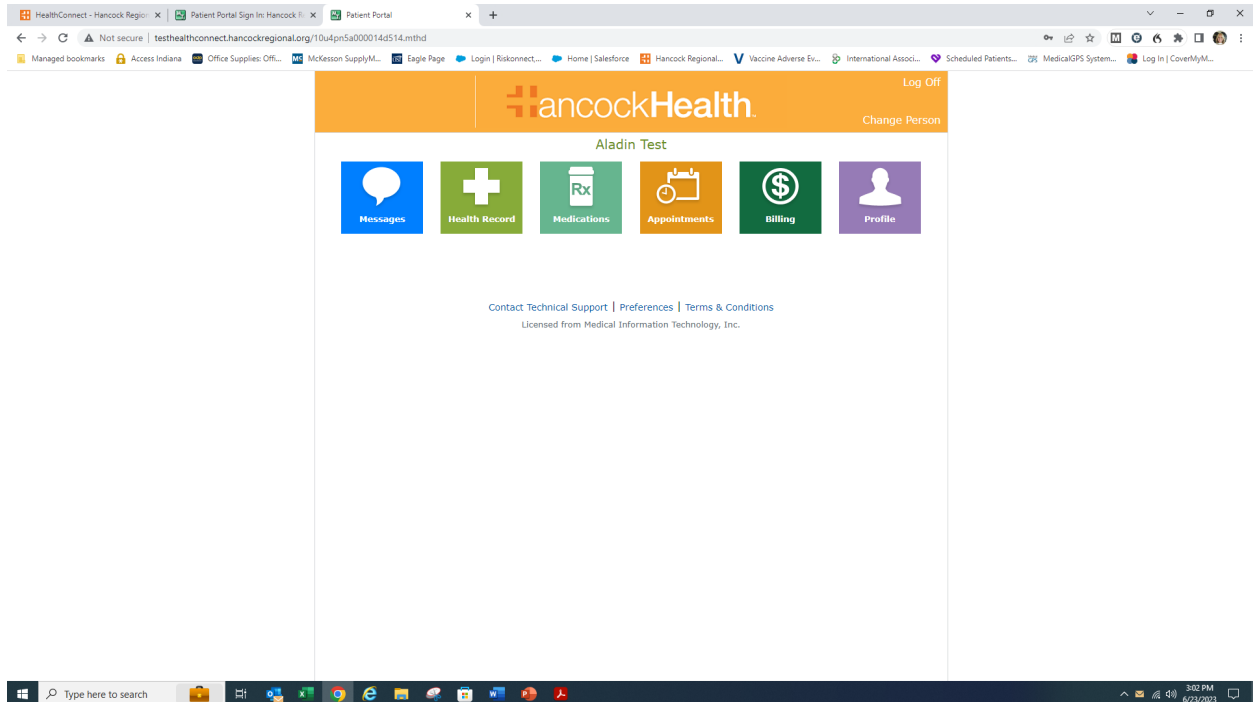
1. Click on the Link displayed below to open a new window.
2. Enter your new Log on User ID.
3. Enter and confirm your new password.
4. Select one of the security questions. Enter the answer below the question.
5. Click Submit
6. A "Terms and Conditions" window will appear on your first time in - scroll to the bottom and click "Accept" and you are IN!

Please contact the Patient Portal Helpdesk at 317-468-6060 if you have any questions. Do not "reply" to this email.

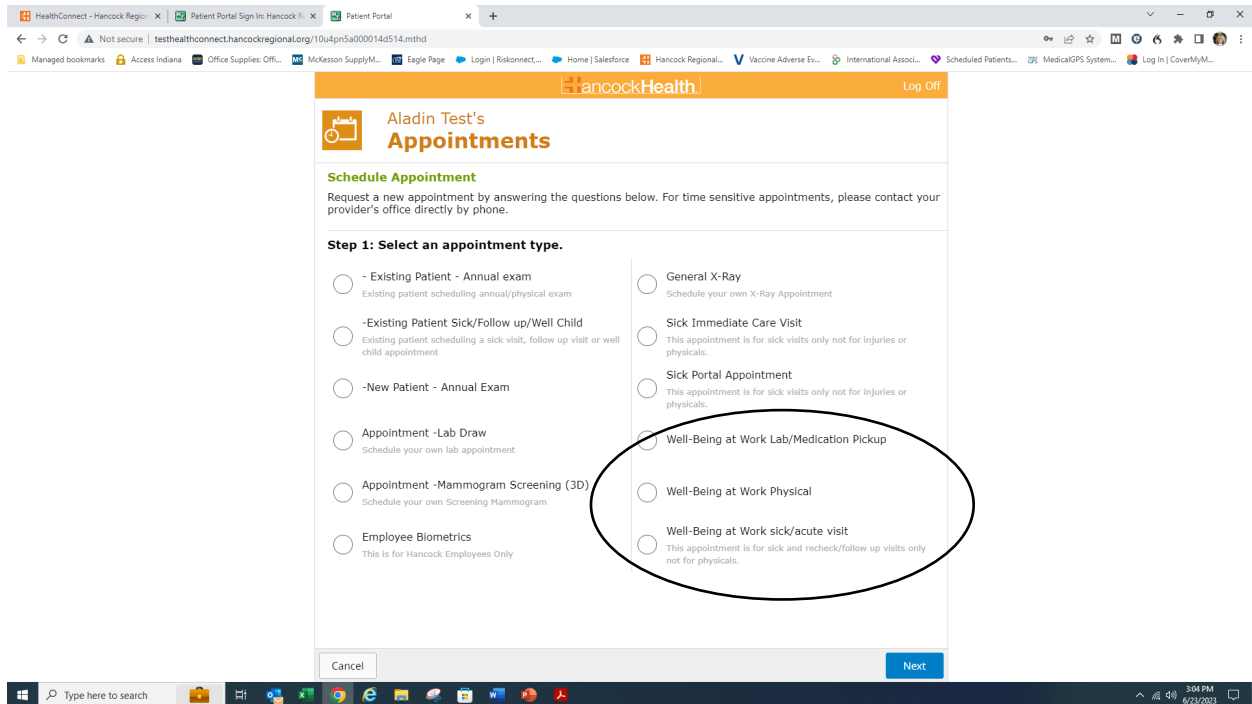
Once you have successfully logged in, you are able to ready to schedule your appointments with Hancock Wellbeing at Work!!

This is the first screen you will see.

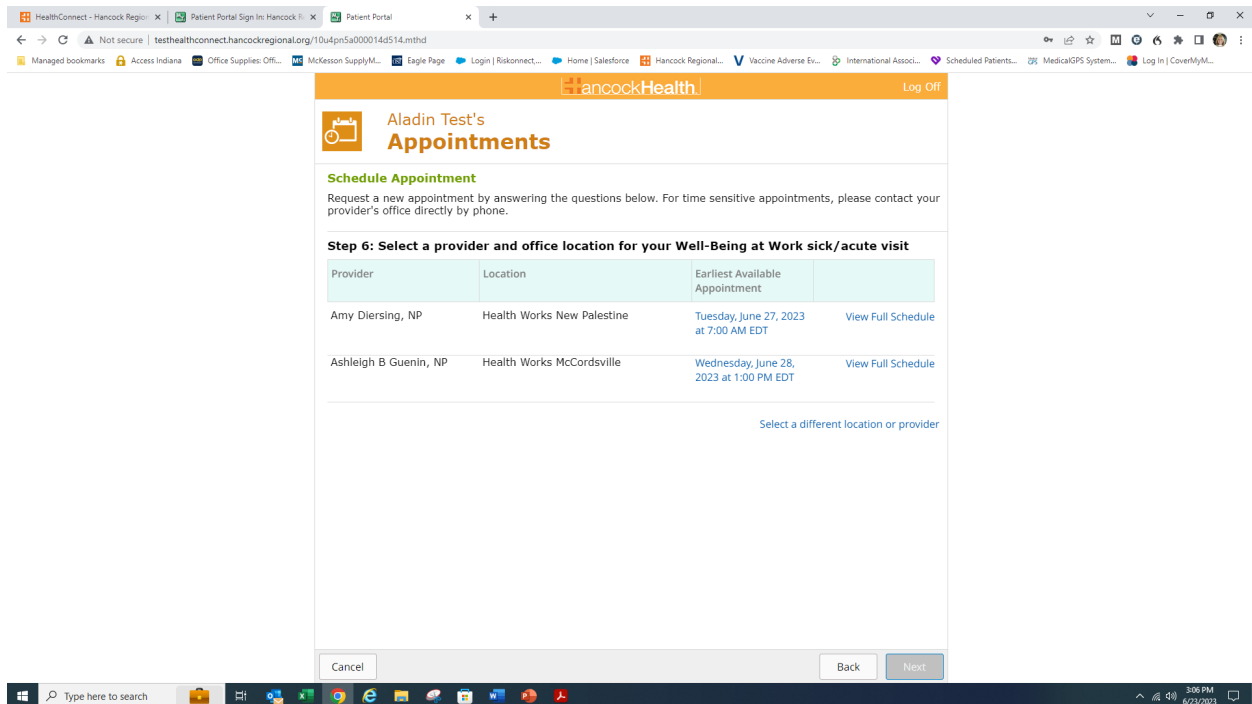
Select appointments.



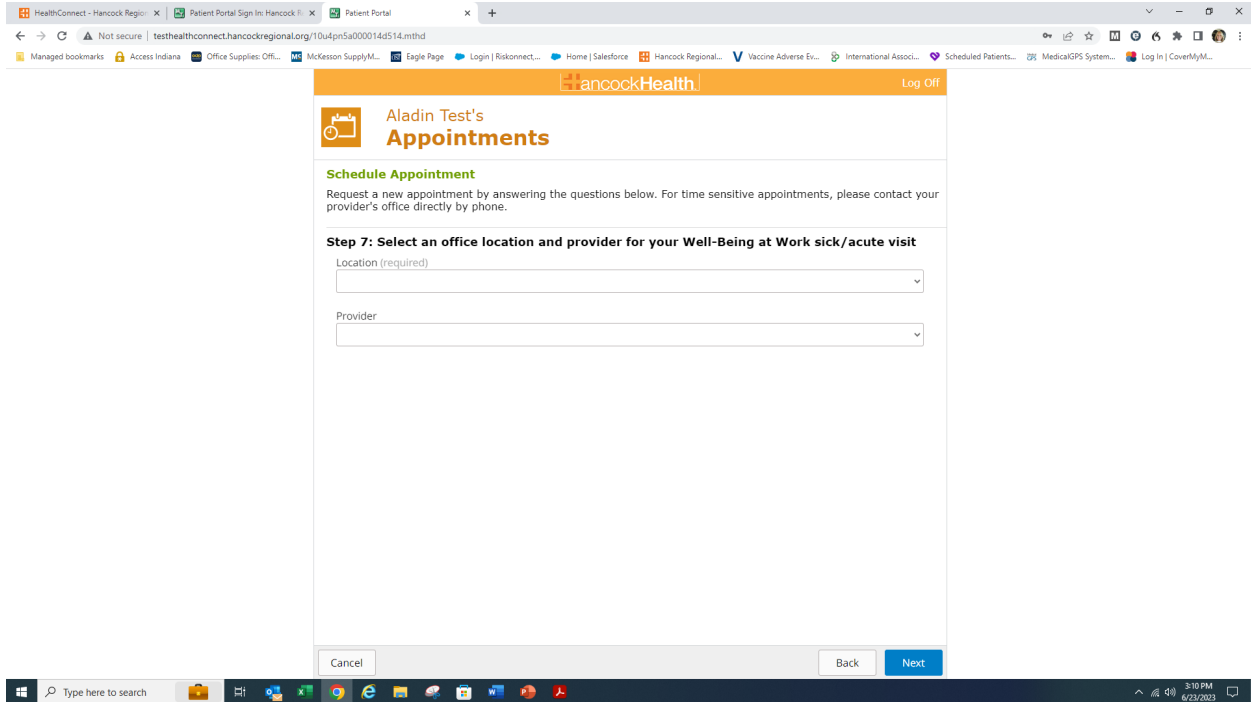
Choose the correct appointment type that you need. We offer medication refill/lab draw appointments, physical appointments, and sick appointments but regardless of the type of appointment you need, make sure to select an appointment that says “Hancock Well Being at Work”.



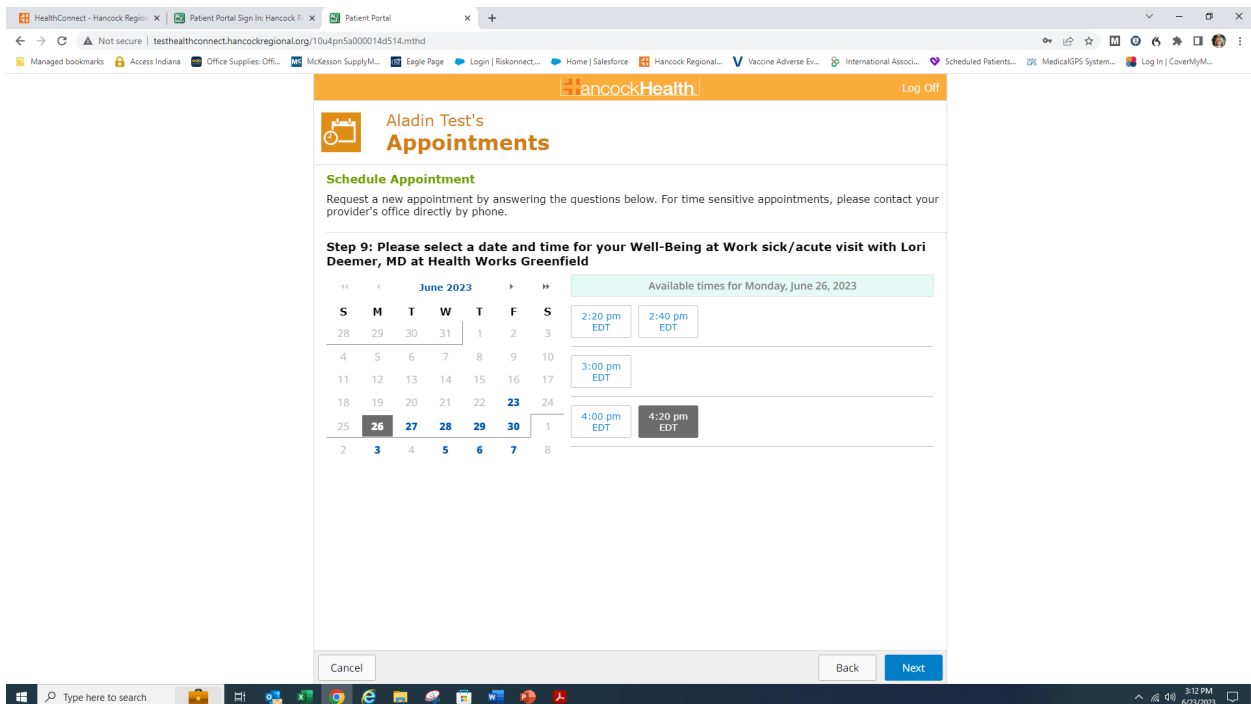
Once you have selected the appropriate type of appointment, choose the provider you would like to see.



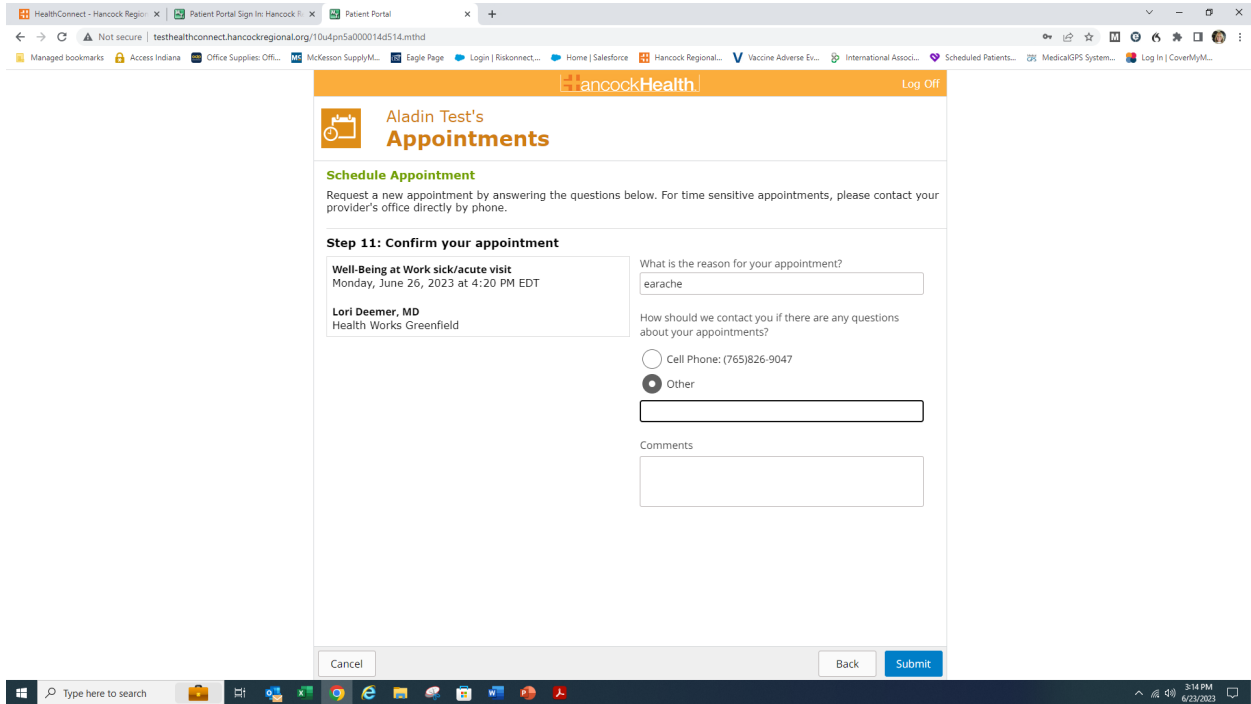
If you need to see a different provider or go to another location, select a different location or provider and you will arrive at this screen:



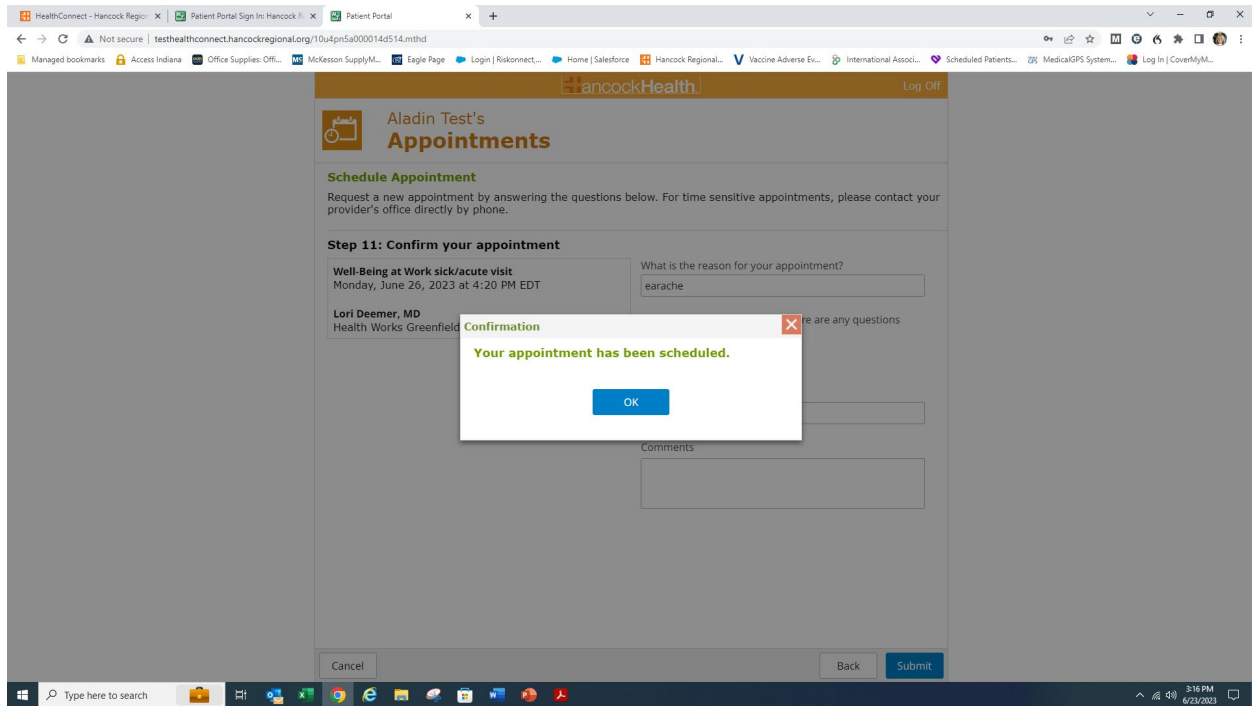
You will see a calendar with dates and times to choose from. Make your selection for your appointment date and for the time of your appointment.



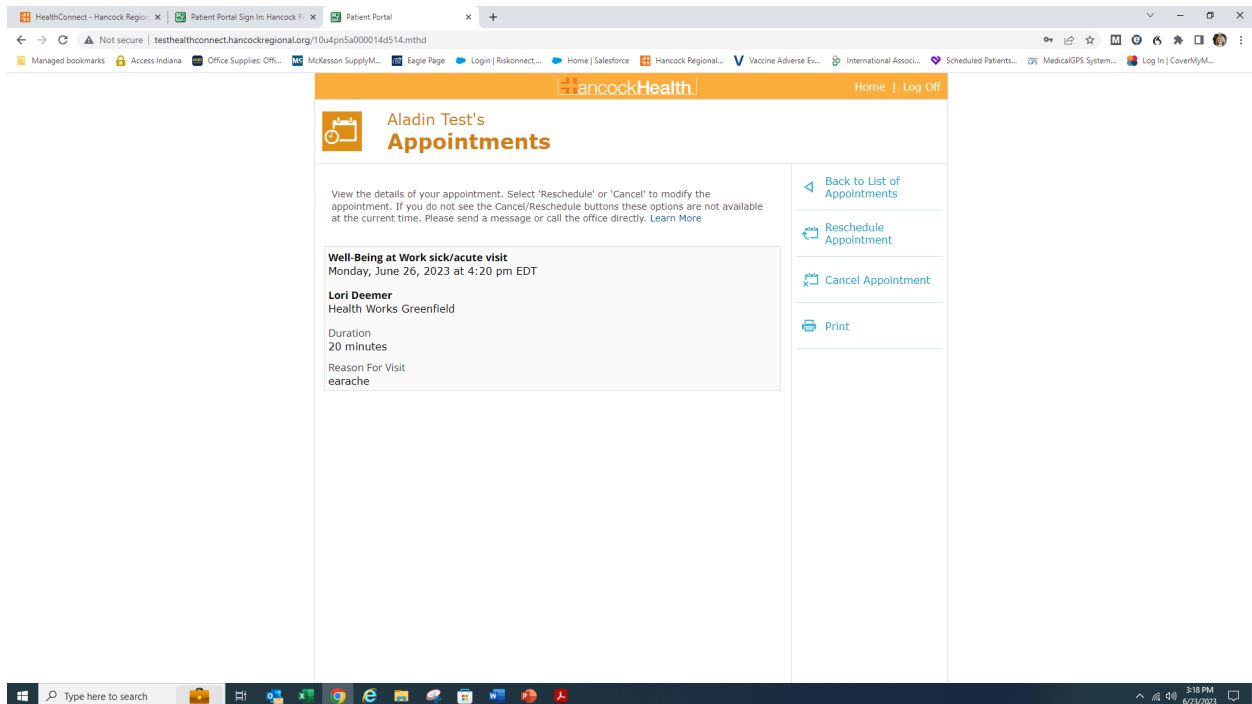
Last, you will need to confirm your appointment. Review the provider, date, time, and location of your scheduled appointment and then add the reason for the visit. After you have done this, click submit.



If all of this has been done correctly, you will receive this message:



You also can reschedule and cancel appointments from the portal as you see here:



Just follow the prompts to cancel or reschedule.

As a reminder, we can create family accounts by enrolling a parent, guardian, or spouse as a portal user, then attaching the children/ spouse/ senior parents to that account, provided we have a portal proxy form on file. **Please complete a separate proxy form for each family member you want connected to your portal. If the child is 12 years old or older, they MUST SIGN THE FORM AS A PATIENT. Please email completed forms to healthconnect@hancockregional.org. Please reference the last page for the proxy form and if you have any questions, please do not hesitate to contact the office.

H.PROXY H.PROXY

**Authorization for Proxy Access to Patient Portal-HealthConnect
Hancock Regional Hospital
Patient Name: *(Please print.)***

First Name Middle Initial Last Name
Date of Birth: _____ Relationship to Portal User:

Address: _____

I authorize the below individual to participate in Hancock Regional Hospital's HealthConnect Patient Portal as my proxy.

Portal User Name: *(Please print.)*

First Name Middle Initial Last Name
Date of Birth: _____
Email Address: _____

(Please supply the name and email address of the person who will be using the patient portal on my behalf)

I understand that my proxy will have the same access and privileges that I have for the Patient Portal if applicable. I understand that this allows my proxy online access to my personal health information. My proxy will be able to view portions of my record that I am able to view. I also understand that additional information may be made available to my proxy through the patient portal as Hancock Regional Hospital continues to implement this product.

By signing this authorization, I am requesting Hancock Regional Hospital to give access to my proxy to utilize the patient portal. I understand that Hancock Regional Hospital will require my proxy to sign an acknowledgment and agree to Hancock Regional Hospital's policies and procedures for use of the patient portal.

This authorization is valid until revoked by me. I understand that a written request is necessary to revoke or cancel this authorization. However, I understand that my revocation will not be effective as to uses and/or disclosures already made in reliance upon this authorization. I realize that the information used and/or disclosed pursuant to this authorization may be subject to re-disclosure and no longer protected by federal privacy laws.

Patient Acknowledgment

Signature of Patient Date

Portal User Acknowledgement

Signature of Portal User Date