

St. Luke's myCare Patient Portal **User Guide**

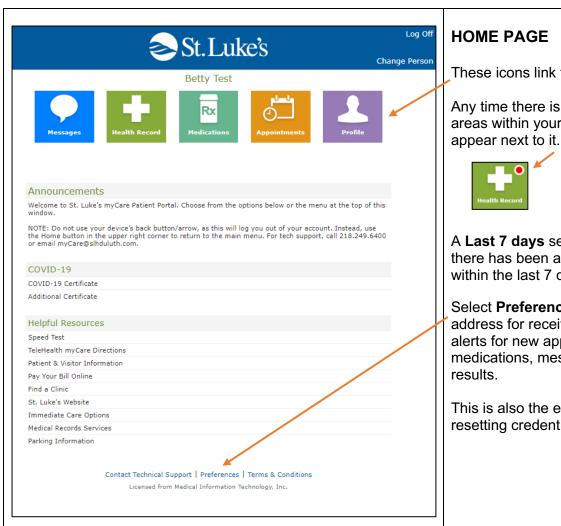
Login or enroll here: slhduluth.com/myCare



The portal can be accessed from slhduluth.com/myCare or via the Meditech MHealth app. Download the **Meditech MHealth** app from the Apple Store or Google Play. Then, search for St. Luke's within the app and enter your login credentials.

Visit reports will post once they are signed by your provider. Lab results will post as they are resulted, so you may see them before your provider. Your provider will connect with you once they have reviewed.

Note: The following screenshots are from a desktop computer. Things may appear slightly different on the Meditech MHealth app.



These icons link to feature pages.

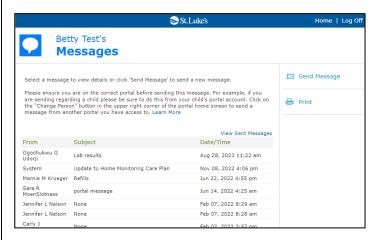
Any time there is new data in any of the areas within your portal, a red dot will appear next to it.

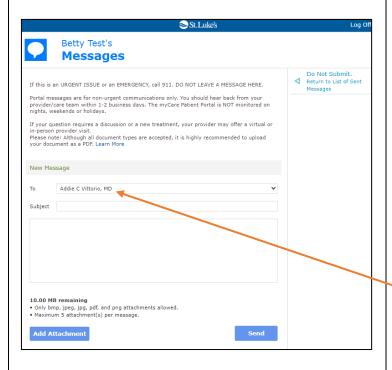
A Last 7 days section will appear if there has been activity on your portal within the last 7 days.

Select **Preferences** to change the email address for receiving notifications and alerts for new appointments, medications, messages, reports and

This is also the email you would use for resetting credentials and passwords.







MESSAGES

DO NOT MESSAGE YOUR PROVIDER VIA THE PORTAL for URGENT ISSUES or EMERGENCIES. Call 911.

Messaging is a great way to:

- > Submit forgotten forms
- Get basic information
- > Request medication refills
- > Request an earlier appointment

Messaging is not suitable for:

- Emergencies or urgent issues
- Replacing an appointment
- Medical advice for new or evolving conditions
- Addressing frustrations with an experience
- Complex or lengthy questions or concerns
- Continuous messaging

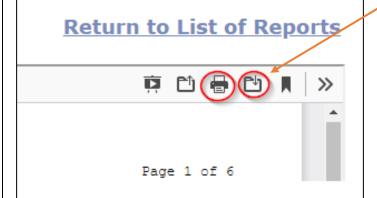
Other notes:

- The portal is NOT monitored on nights, weekends or holidays. You should hear back within 1-2 business days. If you have questions that require a prompt response, call your clinic. If your message requires a discussion or a new treatment, you may be asked to schedule a virtual or in-person visit.
- You may message your primary care provider or a specialist you have seen at a clinic. You will not have the ability to send a message to a provider that cared for you during an inpatient (hospital) stay.
- Make sure you are choosing the correct provider. (The system may autofill alphabetically to an unintended recipient.)
- Stay on the same message thread when using this function.



St.Luke's Betty Test's **Health Record** 🐰 Health Summary View portions of your Health Record from your most recent visit. -Select an item below or a button to the right to view more details. -Select Health Summary to view, print or download a summary of your care. Learn More W Visit History Current Conditions acetaminophen [From Tylenol] Results barium sulfate DVT (deep venous thrombosis) cat dander Rx Medications Fracture of distal end of fibula diazepam dog dander Gonorrhea gluten Allergies & Conditions ibuprofen H/O arthroscopy of right knee Iodinated Contrast Media Headache High risk sexual behavior Reports NSAIDS (Non-Steroidal Anti-Inflamma Hip pain penicillin G Hx of LASIK Documents Sulfa (Sulfonamide Antibiotics) Knee effusion, left Major depressive disorder, recurrent, moderate Medications acetaminophen (Tylenol) 325 mg New daily persistent headache (ndph) Active Chemotherapy Patient 1 ea Osteoarthritis of left knee Pain in symphysis pubis during pregnancy atenolol 50 mg Questionnaires edoxaban 30 mg PMB (postmenopausal bleeding) . Severe opioid use disorder on maintenance therapy hydrochlorothiazide 12.5 mg Medical History hydromorphone (Dilaudid) 2 mg Tick bite





HEALTH RECORD

The Health Record page can be used to see all of your information, including:

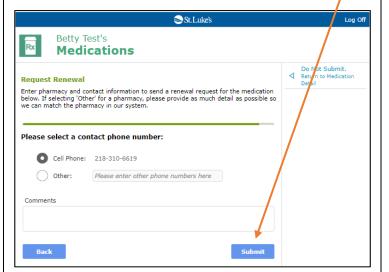
- Results: Laboratory test results are here.
 Select the most recent result line to see a list of your results.
- **Reports**: Select to see visit notes and diagnostic imaging reports.
- Immunizations: Select to see your history. This record is printable.
- Letters: Within Documents, select Letters to see if your provider sent a letter with an explanation of results.

Note: If you experience printing problems when selecting the **Print** icon, try selecting the **Download** icon instead. If the document downloads successfully, it can be opened and printed from your computer's default PDF viewer.







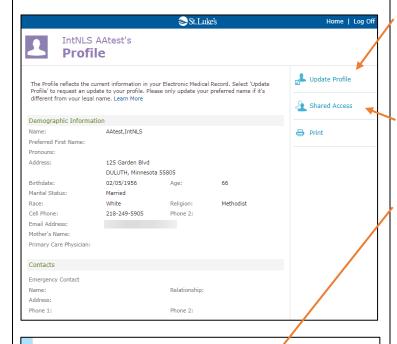


MEDICATIONS

On this page, your medications will be listed. Select a medication to view more details.

- If you would like to request a refill, contact your pharmacy, or select Request Renewal.
- Request Renewal may be unavailable if the medication is from:
 - an Inpatient (Hospital) stay
 - an Emergency Department or Urgent Care visit
 - a prescribing provider who is no longer with St. Luke's
- If Request Renewal is unavailable, use Messaging to contact your provider to request a refill (see page 2).
- Select **Print** to print out the information about the medication.
- If you select Request Renewal, you will be prompted to select your preferred pharmacy and a contact phone number before submitting your request.





Create Access Invitation

To allow someone to access your Patient Portal infor below. You will have the opportunity to choose whic will have access to before sending the invitation.

Create Invitation

PROFILE

Select **Update Profile** to update your demographic information. Any changes made will be updated immediately in the portal but will need to be reviewed and approved by Medical Records before updating in your medical record.

Select **Shared Access** to manage who can access your portal.

Guidelines for adults and minors/dependents:

- Patients 18 years of age or older will be able to share their portal access with another user via the Create Invitation button within the Shared Access tab.
- Parents of children under the age of 12 can register on their child's behalf and then can log in to their child's portal. On that child's 12th birthday, the parent/guardian's access will be automatically shut off.
- ➢ If a patient aged 12-17 would like their own individual account, they will need to fill out an enrollment form. The minor patient must hand-sign the form. If it is not signed, the request cannot be processed.
- Patients aged 12-17 can choose to give permission for their parent or guardian to have access by obtaining a proxy form on <u>slhduluth.com/myCare</u> or by asking for one at a clinic.