The myKSHealtheRecords patient portal is delivered in partnership by the Kansas Health Information Network.
First, the user will be creating a username and password.

The requirements for both are as follows:

**Username:** 8-16 characters total only including letters and numbers

**Password:** 8-16 characters total. Must include at least one numeric value and one special character (., @! $% * etc.)

They will then provide their email address, and click the box to agree to the terms and conditions. Once all fields are completed they will click the icon to create their account.
On the next page, the user will be asked for their activation code. Currently, the setup is not complete to generate and provider codes; so, they will click No to complete their registration. In cases where users create an account without an activation code we have a process to activate the account with the code after the account is created.

![Member Activation Image]

Next, the user will be asked to enter their information to complete the Primary Account Setup. This also includes a security question that NMC support staff would verify in the event we need to look up any information regarding the patient’s account.
Once this information is completed, and the Next button is clicked, the user will be taken to the portal landing page. If they wish to begin entering information on their account, they will click the ‘Proceed to my Personal Health Record’ Icon.

The next page will give them an overview of what a Personal Health Record (PHR) is. To proceed to the PHR to begin entering info click the icon to ‘Continue to personal health record’.
The next page will take the user to their Member List. To continue, click the name. The user will then be taken to their Member Summary Page.
Member Summary Section Overview:

Note: To make changes to any information contained in the sections, click the [Edit] link in the section header.

Member Access Center

- **Edit Member Summary Layout**: Allows the user to edit the layout of their summary page
- **Member Review**: Allows the user to complete/edit the Member Review Process. The Member review process will walk the user through different sections of their account to enter/edit information.
- **Access Privileges**: Allows the user to grant access to their account. This also includes allowing someone emergency access to the account if necessary.
- **Print Summary**: Allows user to print a Summary of their medical information.
- **Import Data from Pickup Code**: Allows user to enter and activate a pickup code if they did not do so when they created the account.

User Registration Info

- Allows user to view/edit their Registration Information

ccMe

- Allows user to view their ccMe (direct) email address

Insurance Info

- Allows user to view/edit their insurance information

Medical Providers

- Allows user to view/edit their Medical Provider list

Documents

- Allows user to upload/view any documents they have stored in their account. NOTE: Any documents sent initially to the account will first go to the user’s Mailbox. They can be moved to this section if the user decides to do so.

Current Medications

- Allows user to view/edit any present Medications they are taking
- Allows user to view/edit any past Medications they had been taking

Current Conditions

- Allows user to view/edit their Conditions list
- Allows user to view/edit their Conditions review
Past Illnesses:
- Allows user to view/edit their past illnesses

Surgeries/Procedures
- Allows user to view/edit their Surgeries & Procedures

Immunizations
- Allows user to view/edit their Immunization list

Allergies
- Allows user to view/edit their Allergies

Family Medical History
- Allows user to view/edit their Family Medical History

Social History
- Allows user to view/edit their Social History

Data Tracking
- Allows user to view/edit the following Data Tracking items:
  - Blood Pressure
  - Calories
  - Carbohydrates
  - Creatinine/BUN
  - Glucose Levels
  - Height, Weight, BMI
  - Pedometer/Steps
  - Triglycerides
  - Cholesterol

Download your NoMoreclipboard Health Information
- Allows user to download their Personal Health Record via the following choices:
  - Plain Text/ASCII Format (Blue Button)
  - PDF
  - PHR Extract
  - CCD (Continuity of Care Document)
  - CCR (Continuity of Care Record)