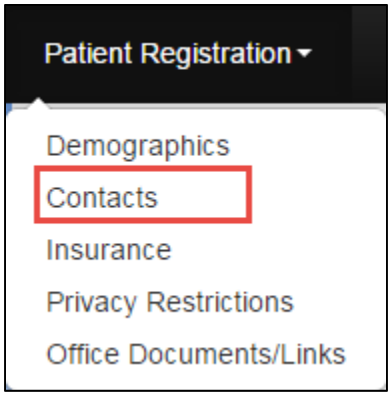
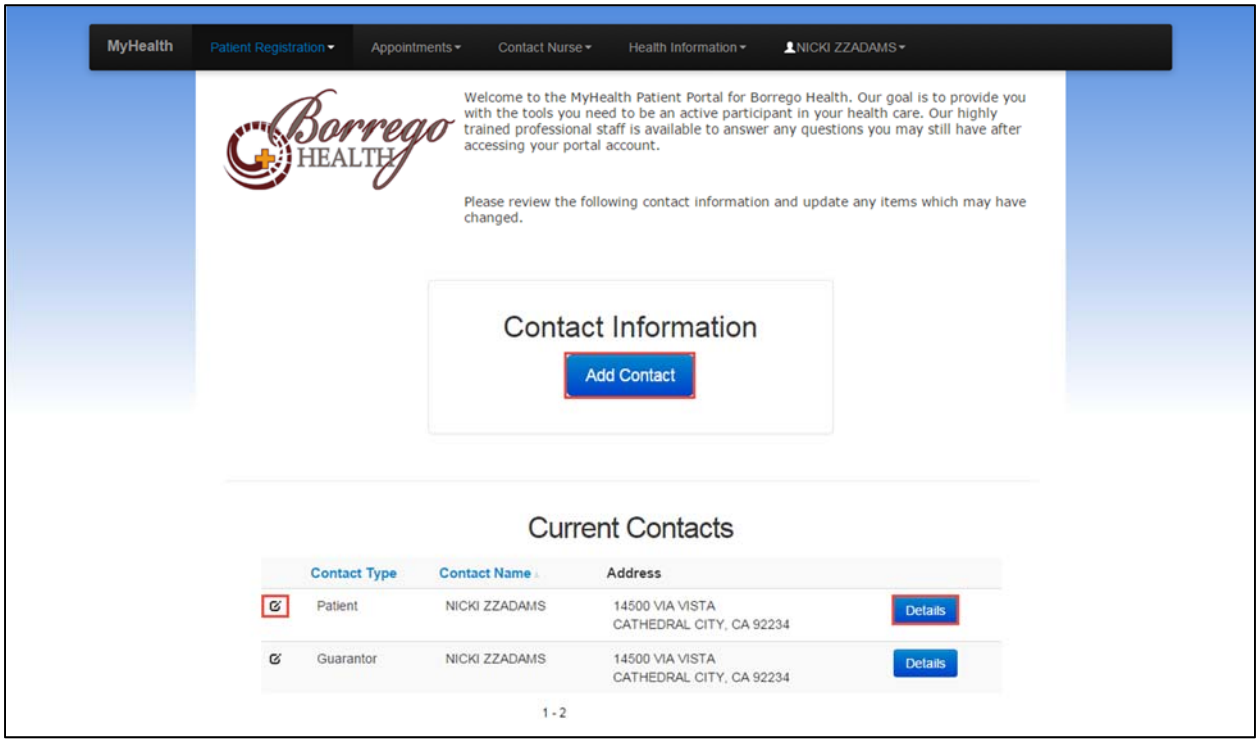
How to Add and Modify Contacts in the Patient Portal

You can add and modify existing contacts using your Patient Portal account.

1. Click **Contacts** on the **Patient Registration** menu.

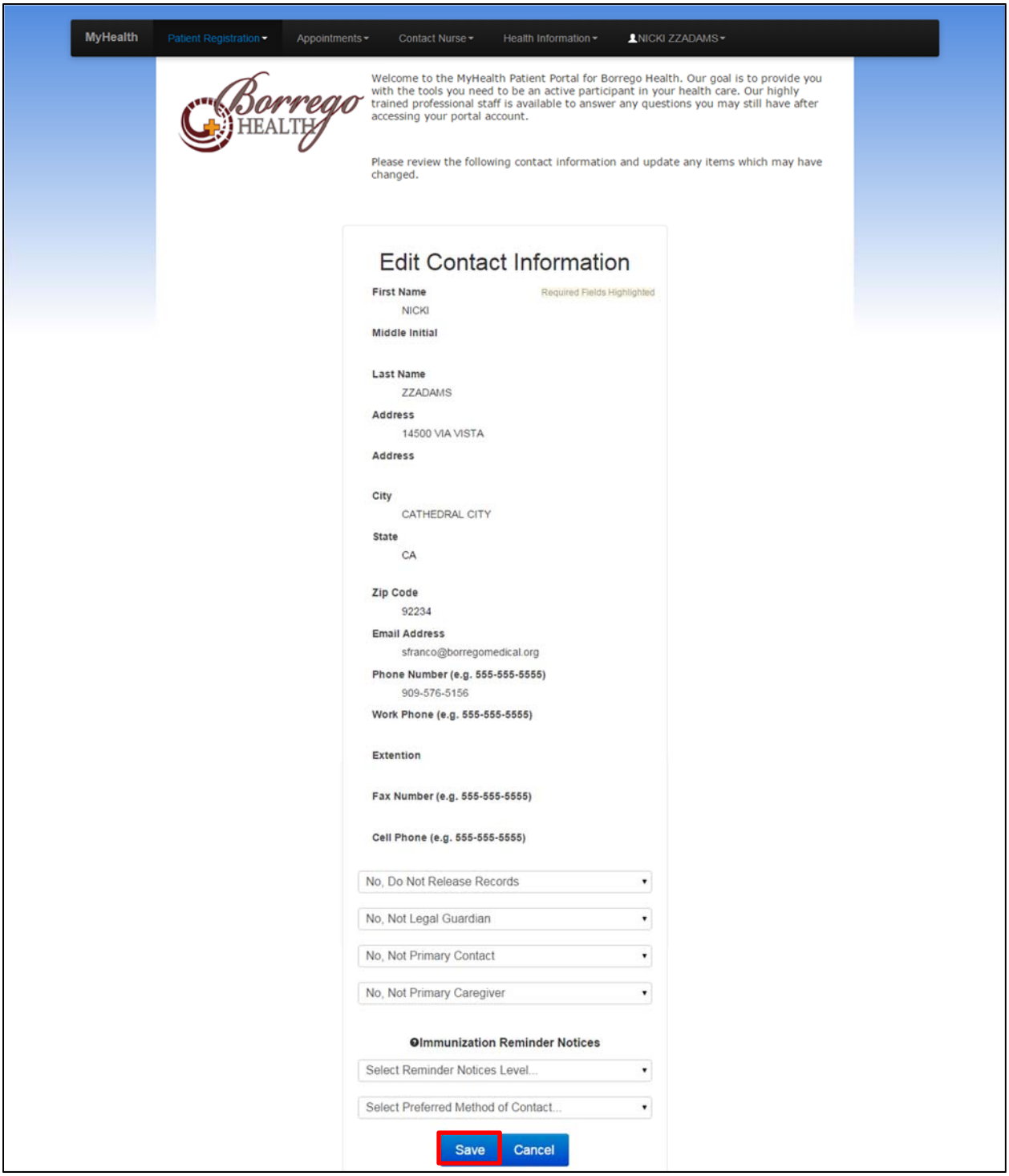


The **Contacts** page displays.



2. To edit contact information, click the button next to Patient in the **Contact Type** column or click the **blue Details** button.

The **Edit Contact** Information page displays.



- **Note**: Guarantor information cannot be modified from this page.

1. Select "**Yes"** in the **Release Records** drop-down list to allow the release of your records to the appropriate parties.

2. Select "**Yes"** in the **Legal Guardian** drop-down list to indicate that the person is your legal guardian.

3. Select "**Yes"** in the **Primary Contact** drop-down list to indicate that the person is the primary contact for you.

1. Select "**Yes"** in the **Emergency Contact** drop-down list to indicate that the person is the emergency contact for you.

2. Select "**Yes"** in the **Resides with Patient** drop-down list to indicate that the person resides with you.

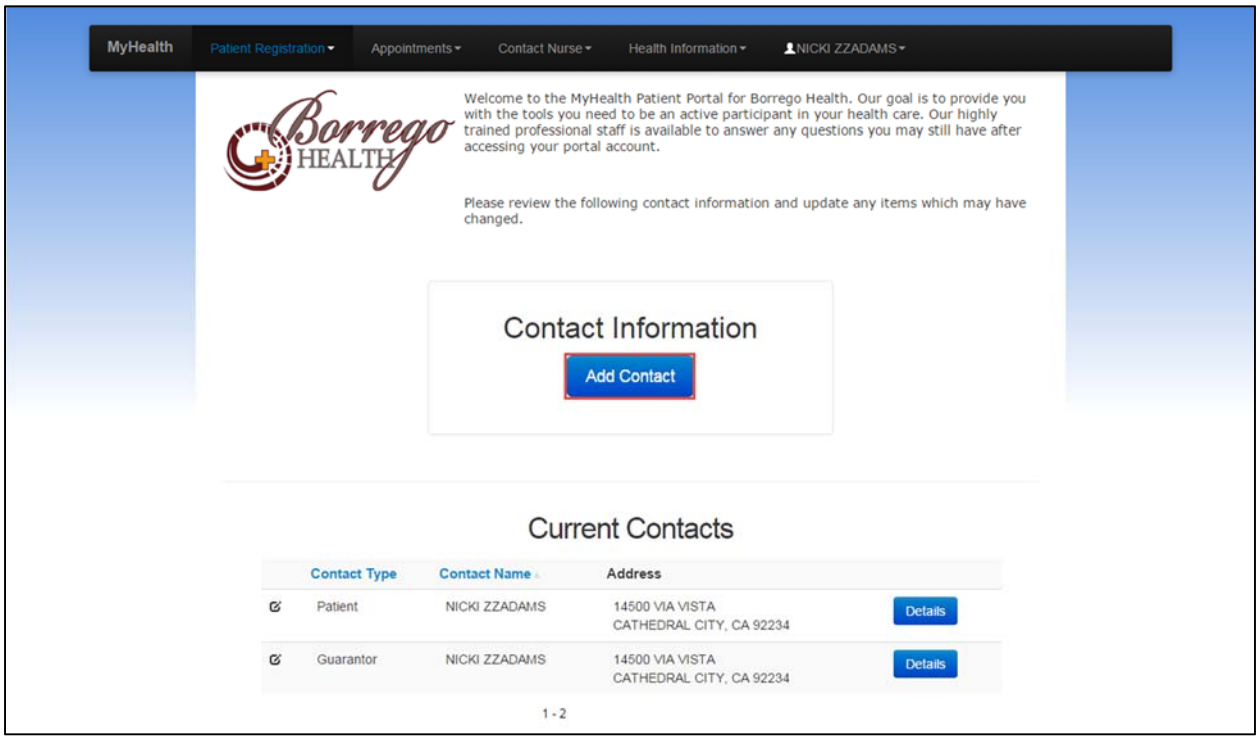
3. Select "**Yes"** in the **Primary Caregiver** drop-down list to indicate that the person is the primary caregiver for you.

4. Click **Save** to save your changes. The **Contacts** page will display with a message stating that **"Contact information has been saved."**

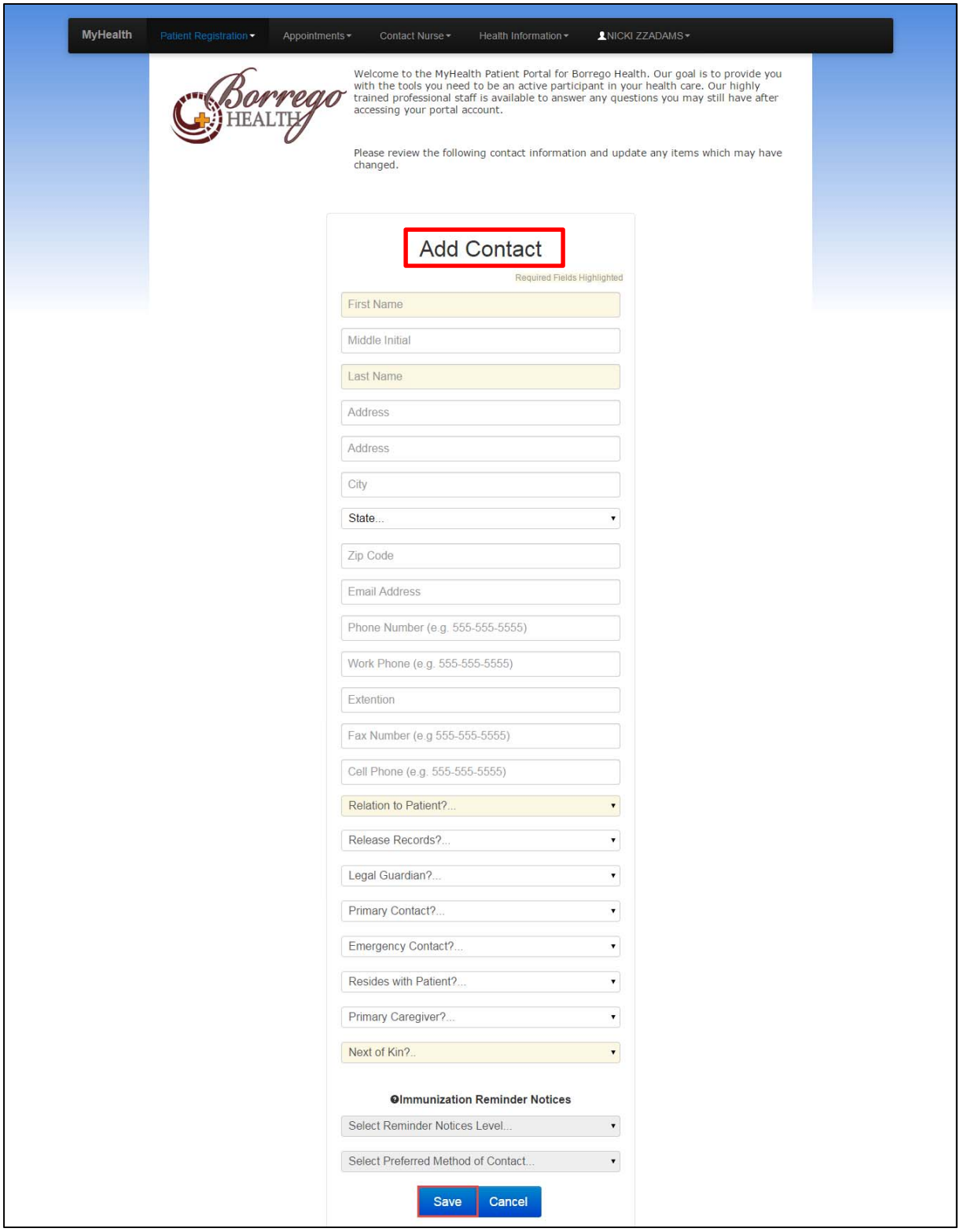
   -or-

5. Click **Close** to close the **Edit Contact Information** page without making any changes.

6. To add a new contact to your account, click **Add Contact** on the **Contacts** page.



The **Add Contact** page displays.



7. Enter the appropriate information for the new contact. **Red asterisks (*)** indicate required fields.

8. Select the contact's relationship to the patient from the **Relationship** drop-down menu.

9. Select "**Yes"** in the **Release Records** drop-down list to allow the release of your records to the appropriate parties.

10. Select "**Yes"** in the **Legal Guardian** drop-down list to indicate if the person is your legal guardian. **Note**: Only one contact can have **Legal Guardian** status.

11. Select "**Yes"** in the **Primary Contact** drop-down list to indicate if the person is the primary contact for you. **Note**: Only one contact can have **Primary Contact** status.

12. Select "**Yes"** in the **Emergency Contact** drop-down list to indicate if the person is the emergency contact for you.

13. Select "**Yes"** in the **Resides with Patient** drop-down list to indicate that the person resides with you.

14. Select "**Yes"** in the **Primary Caregiver** drop-down list to indicate that the person is the primary caregiver for you.

15. Click **Save** to save your changes. The **Contacts** page will display with a message stating that **"Contact information has been saved."**

Please see the list of additional **MyHealth Patient Portal Step by Steps** under **Patient Registration→Office Documents/Links** to learn to use other features of your portal account.