



## INFORMED CONSENT TO USE PATIENT PORTAL

Northern Medical Group Family Medicine is offering a secure, HIPAA compliance communication tool as a courtesy to our patients. It is an optional service, and we reserve the right to suspend, change or terminate at any time. We will alert you to any changes as promptly as possible. This form is intended to inform you of the facts and risks surrounding the use of the web portal. By signing below, you confirm that you have read, understand, and agree to comply with our procedures and guidelines for using the Patient Portal. You also agree not to hold Northern Medical Group Family Medicine or any of their employees liable for network infractions beyond their control. You will be able to:

- Update your medical history, demographics, insurance, medications
- Check/request appointments
- Receive clinical/appointment reminders
- Receive test results
- Review your medical history
- Ask questions about billing
- Send non-urgent messages

## PRIVACY AND SECURITY

The web portal or webpage has a secure tunnel connection with our clinic that uses encryption to keep unauthorized persons from being able to access and read your health information or your communications to us. To help ensure that the tunnel remains secure, we need to have your current (private) email address and be informed if it changes. Keep you portal user ID and password secure so only you, or someone authorized by you, can gain access to your information. If you believe someone has learned your password, immediately go to the portal site and change it.

Your email address is confidential and protected information. With our best efforts, we will protect this information as we use your medical, pharmaceutical and other personal information. We will never purposely share this information with any third party.

All access to our internal network and electronic medical records (EMR) is password protected. Our staff members are instructed to log off their workstations when not physically present. Additionally, in compliance with HIPAA regulations, our EMR automatically logs the user off after a period of inactivity.

IF THERE IS AN EMERGENCY, OR URGENT NEED FOR COMMUNICATION, CALL 911 OR OUR OFFICE AT 336-786-4133. We will respond to non-emergency messages within 3 business days. All communications are included in your medical record.

NORTHERN MEDICAL GROUP FAMILY MEDICINE WILL NOT DIAGNOSE OR MAKE MEDICAL DECISIONS USING EMAIL. IF YOU ARE ILL OR HAVE A PROBLEM, PLEASE CALL 786-4133.

Email Address (Please Print): \_\_\_\_\_

Patient Name (Please Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Patient: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Guardian (if patient is under 18) \_\_\_\_\_

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