

Newman Regional Health

My HEALTH INFO

Enrollment Guide



NEWMAN

REGIONAL HEALTH

WWW.NEWMANRH.ORG

Welcome,

Thank you for choosing to join the Newman Regional Health (NRH) My HEALTH INFO patient portal.

The portal can be accessed by going to the web address:

www.newmanrh.org

The following information is required to enroll in My HEALTH INFO:

- Your NRH Medical Record number (entered exactly as provided) or SSN
- Your personal home email address
- Name
- Date of birth
- Social Security Number

***Please note: In order to enroll in the Newman Regional Health My HEALTH INFO, the name you enter must be what is currently on file in our electronic medical record and your email address must also be on file in our electronic medical record.** You can update your email address in person with our Registration staff when you are registering for a hospital visit or Newman Regional Health Medical Partners visit. Otherwise, you will need to come to our Health Information Management Department at Newman Regional Health or email portalHIM@newmanrh.org. We are open from Mon-Fri from 8:00am -4:30pm. You will be required to present a photo Id.*

How to Enroll and Log-in Your First Time

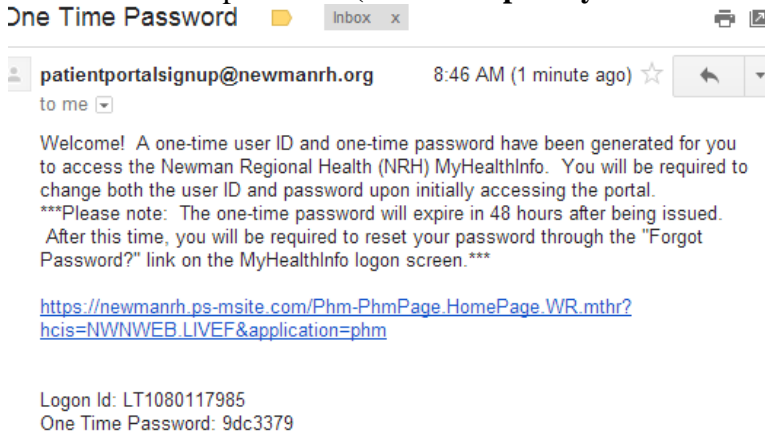
1. Open your preferred web browser and enter the web address www.newmanrh.org in the address bar. Click on 'MY HEALTH RECORDS' button on the home page.
2. Click the orange '**HERE**' at the end of "To sign up for a My Health Info patient portal account"
3. Complete all the information on the enrollment form. Medical Record Number must be entered as it appears on handout received during registration.



The screenshot shows the 'My HEALTH INFO' logo for Newman Regional Health. Below the logo is an 'Enrollment Request' form with the following fields:

- Last Name:
- First Name:
- Date of Birth: Month , Day , Year
- Medical Record Number or Last 4 Digits of Social Security Number:
- Email Address:
- Confirm Email Address:
- Submit:

4. Check your personal email for the temporary username and password information and click on the link provided. **(These temporary credentials are only valid for 5 days.)**



Example email message

- Complete all of the information on the My HEALTH INFO screen. **Take note of your new Username and Password and put it in a secure location.** Submit the Form. Log off of the portal.

The screenshot shows the 'My HEALTH INFO' portal registration page. At the top right is a 'Log Off' button. Below the header is a yellow instruction box: 'Please select a new Log On User Id and Password. Also define 3 Security Questions to activate your user.' The main form is titled 'Change Log On User Id and Password' and contains the following fields:

- Instructions: 'User Id must be a minimum of 8 characters, a maximum of 12 characters, and must contain at least 0 numeric character(s). Password must be a minimum of 8 characters, a maximum of 12 characters, and must contain at least 2 numeric character(s).'
 - New Log On User Id:
 - One Time Use Password:
 - New Password:
 - Confirm New Password:
- Security Question 1: 'What was your high school mascot?' (dropdown menu)
 - Security Question Answer:
- Security Question 2: 'What was your first pet's name?' (dropdown menu)
 - Security Question Answer:

- Return to the Newman Regional Health My HEALTH INFO Log-in window by clicking on the “**here**” link of the Logged out page.

Logged Out

You have signed out of the system.

Click [here](#) to sign on again.

- Enter your new Logon ID and Password
- Accept the Terms and Conditions of the Newman Regional Health My HEALTH INFO portal. (if you decline the Terms and Conditions, you will be logged out of My HEALTH INFO)

The screenshot shows the 'My HEALTH INFO' portal with a 'Log On' button. A 'Terms and Conditions' dialog box is open, titled 'Patient Portal Terms of Use Policy and Procedures & Patient Agreement to Abide by Terms of Use'. The text in the dialog box includes:

The Newman Memorial County Hospital & Newman Regional Health ("NRH"), a Kansas county hospital organized pursuant to K.S.A. § 16-601 et. seq. offers secure viewing through our MyHealthInfo portal, as a service to patients who wish to view parts of their records. Online access to confidential information can be a valuable communications tool, but has certain risks. By accepting the Agreement to Abide by the Terms of Use, you accept the risks and agree to follow Terms of Use, as described below.

I. Terms of Use - General Policies and Procedures

DO NOT use MyHealthInfo to communicate (i) an emergency, (ii) an urgent issue or (iii) sensitive information (e.g. HIV, mental health, work-excuses, etc.)

Proper Subject Matter:

- Use MyHealthInfo for lab results, imaging reports, appointments, billing information, etc.
- Use MyHealthInfo to update your demographic information.
- Be sure that all information that you enter is true, accurate, complete, and updated whenever there is a change.
- Be concise when typing a message.

MyHealthInfo Has (or Will Have) the Following Functions:

At the bottom of the dialog box are 'Decline' and 'Accept' buttons.

9. View your information in My HEALTH INFO and Log Off when you are complete.
10. To access the Newman Regional Health My HEALTH INFO again, return to the My HEALTH RECORDS section of www.newmanrh.org and click on 'Hospital' button and then 'Log-In Here' button

Frequently Asked Questions:

What should I do if I forget my password?

From the My HEALTH INFO Log-In screen, there is a 'Forgot Password' link. By selecting this link and identifying the email address that is on file for you, a one-time user/password will be emailed to you. You may then logon with this one-time user/password and will then be prompted to update this user name/password and determine a security question and response for your user.

What should I do if I have other technical problems with My HEALTH INFO?

By selecting, 'Contact Us' on the My HEALTH INFO homepage you can submit a question or call 620-343-5941 and select the option for portal technical support.

Is my username case sensitive?

No, your username (Logon ID) for My HEALTH INFO is not case sensitive; however, passwords are case sensitive.

What if I forgot my Logon ID?

To confirm your My HEALTH INFO Logon ID, you need to call the Health Information Management Department at Newman Regional Health, 620-343-5941 or email portalHIM@newmanrh.org.

How do I log out?

Click the 'Log Off' link at the top right side of the page. The 'Logon' screen will appear verifying that you logged out successfully. You may then exit from the My HEALTH INFO page.

As a parent or guardian how will I be able to see a family members medical information?

You will be able to apply for proxy access to a family member's information, who is between the age of birth to 11. From within the portal under the Profile section, the Shared Access can be used to grant others access to your medical record information on the portal.