

USING THE PATIENT PORTAL

GETTING STARTED

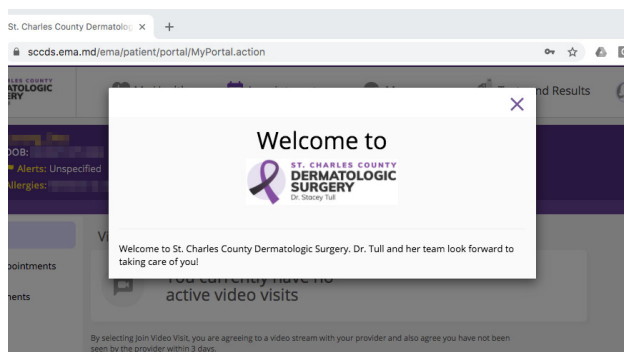
STEP 1:

Open the email you received from "Patient Portal." Follow the link to enter our Patient Portal.

Be sure to look in your spam or junk folder, in case the email was placed there.

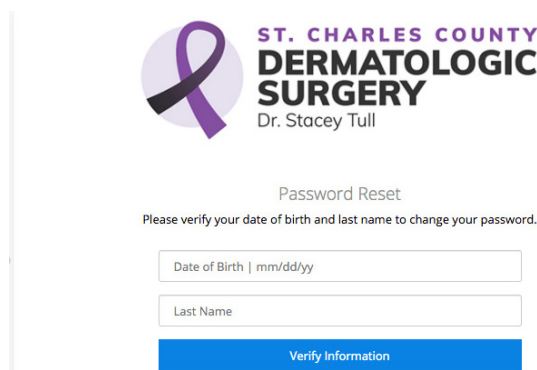
To access the patient portal for future needs (verifying appointment dates and times, updating personal information, etc.), bookmark the Patient Portal login page:

<https://sccds.ema.md/ema/PatientLogin.action>



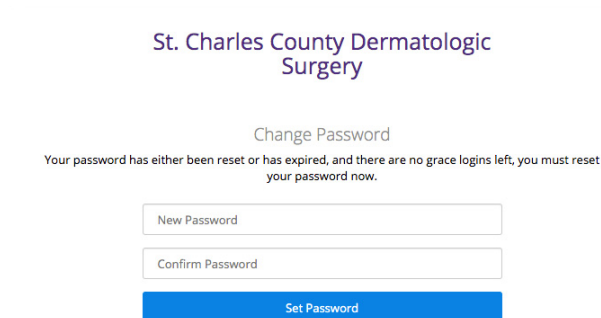
STEP 2:

Enter your date of birth with the format of mm/dd/yy, and your last name. Click "Verify Information."



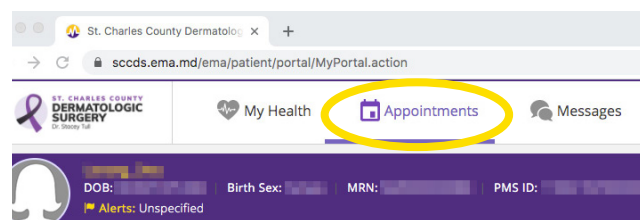
STEP 3:

Even if you have never created one before, you will need to reset the password.



APPOINTMENTS:

Any scheduled appointments are listed in the "Appointment" tab.

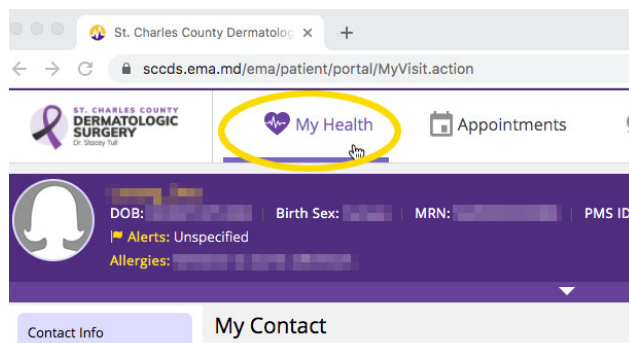


USING THE PATIENT PORTAL

ADDING PERSONAL HEALTH DETAILS

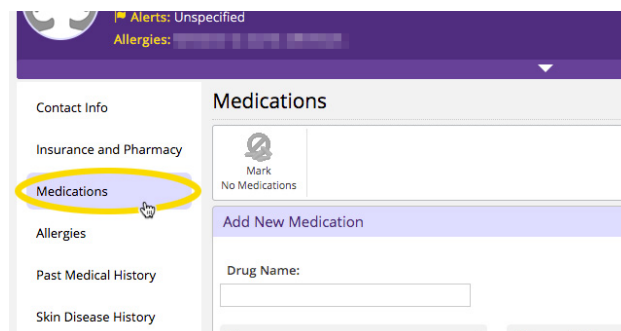
STEP 1:

Enter your personal information on the “My Health” screen.



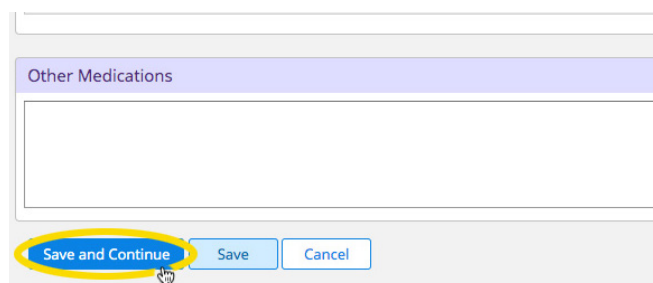
STEP 2:

Continue to select each topic on the left side of the page, and enter your information as requested.



STEP 3:

Be sure to click the “Save and Continue” button at the bottom of the page, for each section.

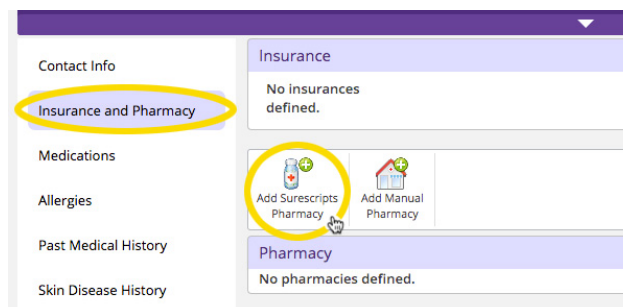


USING THE PATIENT PORTAL

ADDING PHARMACY DETAILS

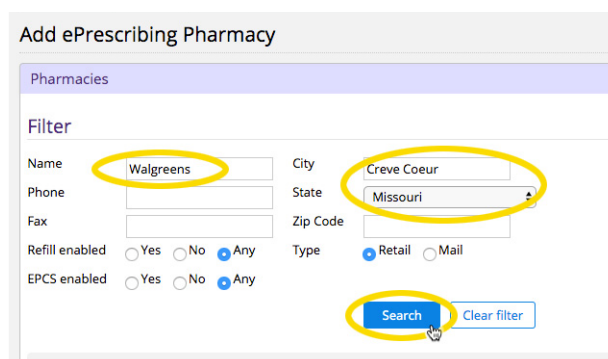
STEP 1:

Add your insurance and pharmacy information on the "Insurance and Pharmacy" tab. Be sure to select the "Add Surescripts Pharmacy" option, and not the manual option.



STEP 2:

Use the Filter to search for your pharmacy.



STEP 3:


Select the "Store Name" to choose a pharmacy from the search results list.

Community, A Walgreens Rx #16552	3148132160	3148132161	628 N NEW BALLAS RD SUITE A	CREVE COEUR	MO	6314
WALGREENS DRUG STORE #03305	3148784413	3148788055	12661 OLIVE BLVD	CREVE COEUR	MO	6314

STEP 4:

A green check mark will indicate that your pharmacy has been selected.

* If you don't know your pharmacy off hand, we can add that when you come in for your appointment.

eRxAvailable	Name	Phone	Fax	Address
	WALGREENS DRUG STORE #03305	(314) 878-4413	(314) 878-8055	12661 OL CREVE CO 63141633



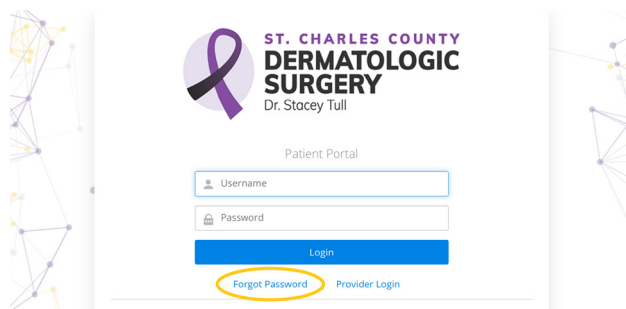
USING THE PATIENT PORTAL

RESET PASSWORD

STEP 1:

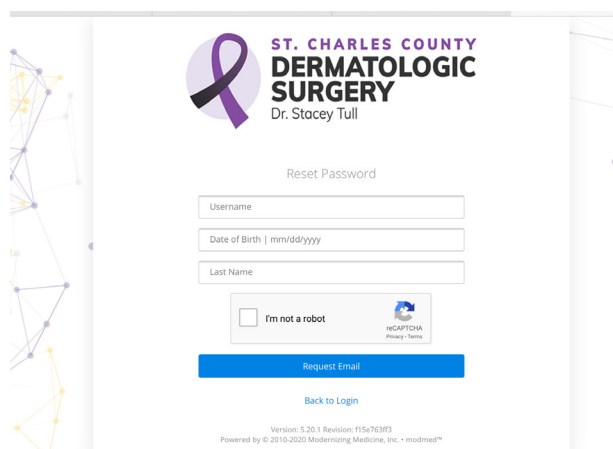
Open the email you received from "Patient Portal." Be sure to look in your spam or junk folder, in case the email was placed there. Or, enter this URL into your browser window:

<https://sccds.ema.md/ema/PatientLogin.action>



STEP 2:

Select the Forgot Password link, below the login button.



STEP 3:

Enter your email address as the username.
Enter your date of birth in this format: mm/dd/yyyy.
Enter your last name.
Check the box next to "I'm not a robot."
Click the "Request Email" button.