

## Log In Guide



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## Introduction

### What is PatientWeb?

PatientWeb (PW) is a multi-faceted tool designed to provide comprehensive patient communication within and outside a particular practice. It provides a HIPPA compliant platform where multiple practitioners can discuss a patient's needs in a central and secure area.

### **Getting Started**

### Accessing PatientWeb

There are a few ways to gain access to PatientWeb.

- Sign up for an account by going to <u>www.patientweb.com</u> and click "Create Account".
- If you are already a member simply enter your username and password and click "Log In".
  - If you have forgotten your Username or Password OR this is your first time logging into the new system, use the recovery feature. Your username and a temporary password will be emailed to you.
- If another doctor sends you an action request from PatientWeb you will receive an email containing a username and temporary password. After logging in, click on "Account Setup".

R Be Description Password Password Create Account ScURELY CONNECTING DOCTORS TOGETHER

### Account Setup

- Required fields are marked with a \*.
  Additionally, if you skip a required field, a red arrow will indicate the missing data.
- Practice NPI is optional but may expedite the approval process if provided.
- Only one (1) office location is required for setup. Additional offices may be added once account is approved.

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- It is recommended that the initial account setup be completed for an administrative user.
- Once submitted, the application will be reviewed. If approved, an email will be sent to the address provided during account setup.

### **Technical Support**

Tech Support requests may be emailed directly to <u>customersupport@patientweb.com</u>.