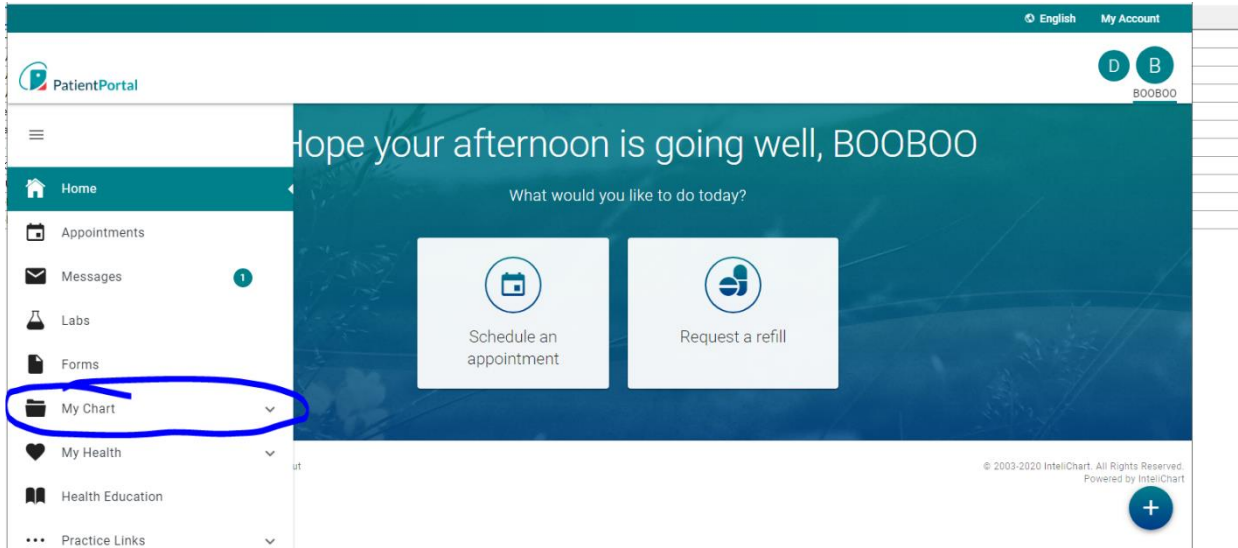


How to Access Forms/Documents in the New Portal

Forms are NOT contained in the forms section. We have been told by our vendor that we will not be using this tab for the foreseeable future.

Forms/Documents live in the My Chart section of your child's chart in the Documents section and in the Encounter sub section of the Documents tab.

When you log in, choose the child you are looking for or wanting to request a form for and proceed to the Document section of the My Chart Tab. You may need to scroll down to see the option appear



Once you have opened the documents section – you can see that there are 3 sections available – if you want to request a form – choose the Request a Document in the top section.

If you want to see something you have already requested (a form or other document), move to the Encounter Notes section and click on the name of the document you are looking for.

