

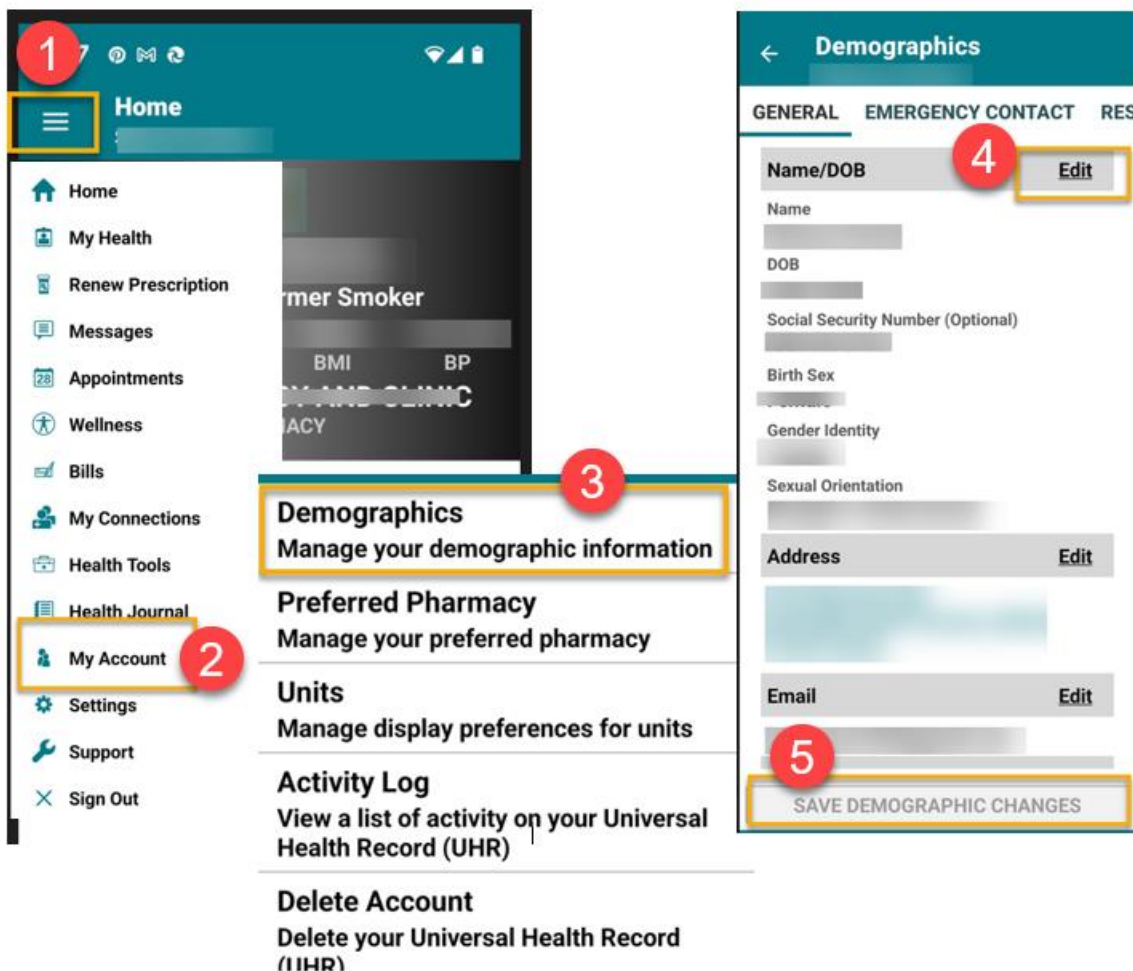
HOW TO GUIDE

MAHEC

PATIENT PORTAL DEMOGRAPHICS

Instructions on how patients can update their own demographics in their portal. This includes the App version and desktop version.

1. Instructions using the App version.



2. Instructions using the Desktop version.

The screenshot displays the FollowMyHealth desktop interface. At the top, there are navigation links for "Send a Message", "Schedule an Appointment", and a "My Account" dropdown menu (callout 1). The main navigation bar includes "Home", "Messages", "My Health", and "Wellness". Below this, there is a "Health Summary" section with fields for Age, Gender Identity, Height, and Weight. To the right is an "Appointments" section with a search bar and filters for "Upcoming", "Past", and "Other".

The "Demographics" section is highlighted with a callout 3. It contains tabs for "General", "Emergency Contact", "Responsible Party", and "Insurance". Under the "General" tab, there are two main sections:

- Name/DOB:** Includes input fields for Preferred Name, First Name, Middle Name, Last Name, Date of Birth (with a calendar icon), and Social Security Number (Optional) (with an eye icon).
- Contact Information:** Includes input fields for Email (with a "Change" link), Mobile Phone (with a country code dropdown, "Change", and "Remove" links), Home Phone, and Work Phone.

At the bottom of the "Demographics" section, there are dropdown menus for "Birth Sex" (set to "Female") and "Sexual Orientation" (set to "Straight or heterosexual").

Callout 2 is a text box that says "You can edit your information and then save your changes." with a red circle containing the number 2. A green arrow points from this callout to the "Save" button in the "Demographics" section.