

## FERTILITY SPECIALISTS OF HOUSTON PATIENT PORTAL INSTRUCTIONS

At Fertility Specialists of Houston, we attempt to make communication as simple as possible for you. You may have test results, which you would like to know or you may be in a treatment cycle and need results of daily tests and instructions. Therefore, we have developed a system whereby you can access some of your results and instructions from any computer at a time that is convenient for you via our Patient Portal. You can view your future appointments, request simple changes to your demographic information, and request information via questions to our staff. Below are instructions for accessing your record. The front office staff will give you your username and assign a password so only you and your spouse can access this private information. You may change your password once you have successfully logged in for the first time. Please let us know if you have any questions or concerns.

### **For our new patients:**

It is very important that you complete the health questionnaires, for both partners, and demographic information contained in the Patient Portal.

You will enter the patient portal via our clinic's website.



- Go to [www.FertilityHouston.net](http://www.FertilityHouston.net)
- Click on Patient Portal on the lower left hand side of the page.
- Once the login appears, enter the username and password you were given then select login.
- Once you have successfully logged in, a Terms of Use agreement will appear.
- Read through this and choose either agree or I don't agree. If you do not agree you will not be able to use this portal.
- After you have agreed, the next page is a basic demographics page. Changes are submitted to the admin staff and will not reflect immediately.
- Complete all of the Demographic Information (click "next" at the end of each page to move forward)
- After completing the Demographic Information, click on "Questionnaire" on the Patient Appointments page
- Next click on "**Patient Evaluation**" and complete all of the questions regarding your medical history contained therein (click "next" at the end of each page to move forward)
- Click on "Profile" and complete all of the information therein including your insurance information (click on the dark blue tabs for each section)
- All options available to you are listed on the left side. The degree of access to your medical record will be determined by the clinic.
- Please be sure to complete the information for both partners via a separate "Log on" with a different User ID and Password for each.
- When finished, click on "Log off"

### **Correspondence**

Another feature of e-IVF is the ability to communicate with your medical team via secure, electronic mail. This communication medium is contained within our system and is thus not sent via the internet.

- On the "Patient Appointments" page, click on "Messages"
- Then click on "New Message"
- Type in the "Subject" and the "Message" areas
- Then click "Send message"

When returning to the site to view replies, enter the "Messages" section as outlined above and then click "In box" to view replies.

**Patient Log In ID:** \_\_\_\_\_

**Default Password:** \_\_\_\_\_

### **DISCLAIMER ON EMERGENCY OR URGENT MEDICAL CONDITIONS**

**DO NOT USE FERTILITY SPECIALISTS OF HOUSTON'S ELECTRONIC COMMUNICATION (including e-IVF communication or web based e-mail) FOR MEDICAL EMERGENCIES OR URGENT MATTERS.  
IN AN EMERGENCY, CALL 911.**

The physician on call can also be reached via the answering service by dialing our office telephone number:

Due to varying work schedules, illness and vacation, response time to electronic communications and/or e-mails submitted to Fertility Specialists of Houston will vary. Therefore, Fertility Specialists of Houston electronic communication should never be used for urgent matters. In addition, Fertility Specialists of Houston makes no representation or warranties with respect to any information offered or provided with or to the center via electronic communications regarding treatment, action or application of medication.