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Telemedicine User Guide:
Patient Registration & Scheduling

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Purpose

Purpose

The purpose of this user guide is to explain:
- How to register for Telemedicine
- How receptionists can support patients with Telemedicine setup and scheduling

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Registration

Registration

Contact ModuleMD Client Services to register your practice for Telemedicine. You will be unable to use Telemedicine without registering your practice.

Client Services is available to help you through the setup process.

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Receptionist use of Telemedicine

Register Patients for Patient Portal

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1. Go to your user dashboard and select "Patient Portal"
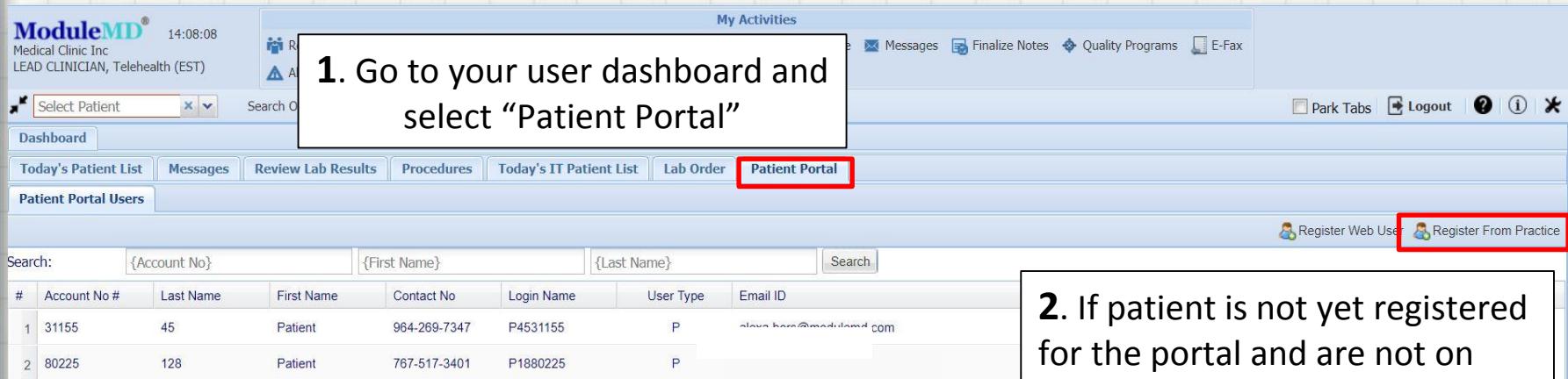
2. If patient is not yet registered for the portal and are not on this list, select "Register From Practice" to register a patient.

Consent Form

Please print the consent form and click on the next button to continue web user registration process

Print: 🖨️ Print Consent Form

Web user type: ● Patient is web user
○ Authorized web user for patient

▶️ Next

3. Print consent form and have patient sign.
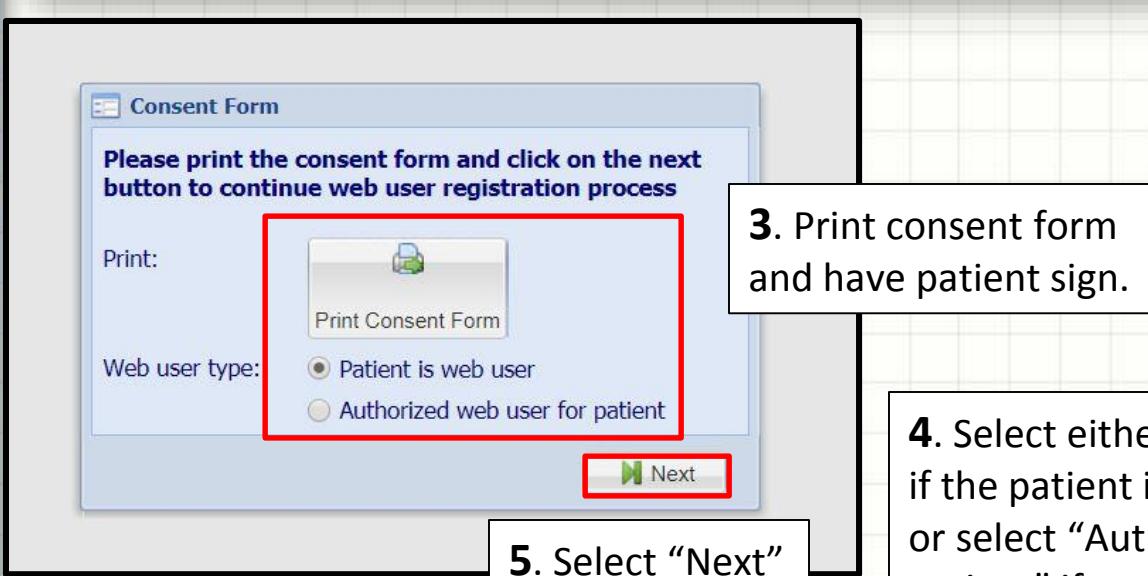
4. Select either "Patient is web user" if the patient is registering themselves or select "Authorized web user for patient" if a parent/guardian is registering on behalf of a minor.

5. Select "Next"

Patient Portal Users list

#	Account No #	Last Name	First Name	Contact No	Login Name	User Type	Email ID
1	31155	45	Patient	964-269-7347	P4531155	P	alexa.hers@modulemd.com
2	80225	128	Patient	767-517-3401	P1880225	P	

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Create Web User Account

Important Note: The fields underlined with red color are mandatory.

Please use the Search button to look up patients in your practice

Patient ID:
Name: {First Name} {Last Name} {Suffix

Address 1:
Address 2:
City, State, ZIP:
Country:
Phone Number:

Email:

Please enter v

1. Select "Search" to search for a patient by their name or account number. Otherwise, enter the patient's information manually.

Search Patient

First Name:
Last Name:
Patient ID: 3193

Search

2. Enter name and/or date of birth to search for a patient. Then select "Search"

Patient List

Last Name	First Name	Date of Birth	Patient ID	Practice Code

Page 1 of 1

Search Patient

Patient List

Last Name	First Name	Date of Birth	Patient ID	Practice Code
11	Patient	12/9/1953	3193	ACRS

Page 1 of 1   Displaying 1 - 1 of 1

3. Select the correct patient.

Select

4. Click "Select"

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Create Web User Account

Important Note: The fields underlined with red color are mandatory.

Please use the Search button to look up patients in your practice.

Patient ID:	3193	🔍 Search
Name:	Patient	11 {Suffix}
Address 1:	47750 Waubascon Rd	
Address 2:		
City, State, ZIP:	Benton Harbor	Michigan #####
Country:	USA	
Phone Number:	965-269-3327	
	(Home Phone)	(Cell Phone)
Email:		

⊘ Please enter valid data for the form

◄ Back   💾 Save

---

1. After searching for your patient you will have to enter a valid email for the patient*.

* Tip – Patients have to use different emails for each person being registered. For example, if a parent is registering themselves and a child, the parent will have to provide a unique email for each person. This will become important when registering for Telemedicine.

Create Web User Account

Important Note: The fields underlined with red color are mandatory.

Please use the Search button to look up patients in your practice.

Patient ID:	3193	🔍 Search
Name:	Patient	11 {Suffix}
Address 1:	47750 Waubascon Rd	
Address 2:		
City, State, ZIP:	Benton Harbor	Michigan #####
Country:	USA	
Phone Number:	965-269-3327	
	(Home Phone)	(Cell Phone)
Email:	alexa.young@modulemd.com	

✓ Form data is valid

◄ Back   💾 Save

---

2. Once an email is entered, you will see a green circle with a check mark in it.

3. Select "Save"

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Login Details

A patient portal user ID has been created successfully.

Email: alexa.young@modulemd.com

NOTE: An email has been sent to the registered email address containing a link to the portal. The patient will be required to change their password the first time they login.

🏠 Close

1. After registering the patient you get this message saying the patient portal ID has been created successfully. The patient should receive a confirmation email immediately.

2. Email the patient will receive after registration for the patient portal.

Dear Patient,

Note: Please do not reply to this mail. Replies to this message are routed to an unmonitored mailbox. If you have any questions please contact your doctor's office.

This message is sent to you on behalf of Dr. Gary Davis, MD from Medical Clinic, Inc. Please read the following message to complete the registration process to access your medical records securely.

This is to inform you that Dr. Gary Davis, MD's office has granted you access to your Patient Portal. This portal offers you the benefit and convenience of reviewing some of your clinical information and medical records that your doctor may choose to post on your portal. Access to the portal is controlled by a username and password. Your username will be displayed when you change your password.

Please click on the link below to access the portal and set up your user access. For security reasons you will be asked to change your password when you login for the first time. Please enter a password of your choice and keep it confidential.

https://mmdas.modulemd.com/patientportal/createpasswordAU.aspx

3. Tell patients to follow the link in the email to complete registration.

If you have any questions please contact your doctor's office. ModuleMD is only an EMR service provider for your doctor's office.

Regards,
Gary Davis, MD
Medical Clinic, Inc
St Joseph
269-428-0002

Register Patients for Telemedicine

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1. Go to "Demographics" in the patient chart and select "Personal"
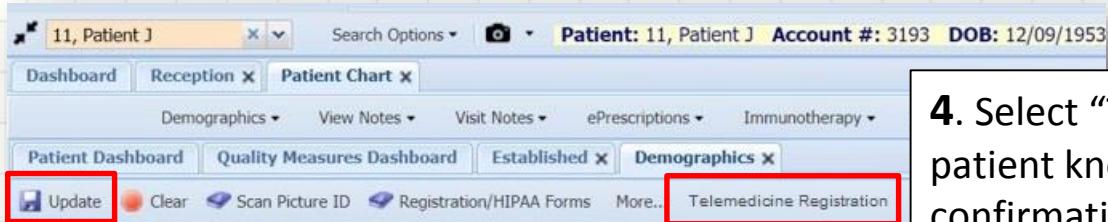
4. Select "Telemedicine Registration". Let patient know they will receive a confirmation email. They will have to follow steps in the email to activate their account.

3. Select "Update". This will take you out of this page. Simply return by repeating step 1 to finish registration.

* Tip – Please note that if a patient is registering themselves and someone else (for example, the patient and their child), they will need to provide a unique email for each person being registered. This is important for using Telemedicine because each patient's email is used as a unique login ID for patient Telemedicine visits/records.

2. Add/update patient's email.

Schedule Patients for Telemedicine
(Continued)

*Scheduling for Telemedicine is no different than normal scheduling. You just need to be sure you're selecting an appropriate visit type depending on how your practice is setup for Telemedicine visits. You will also need to make sure the clinician is set as available on the Telemedicine platform schedule. See the "Telemedicine User Guide (Registration & One Time Setup)" user guide to find out how clinician's availability can be adjusted.
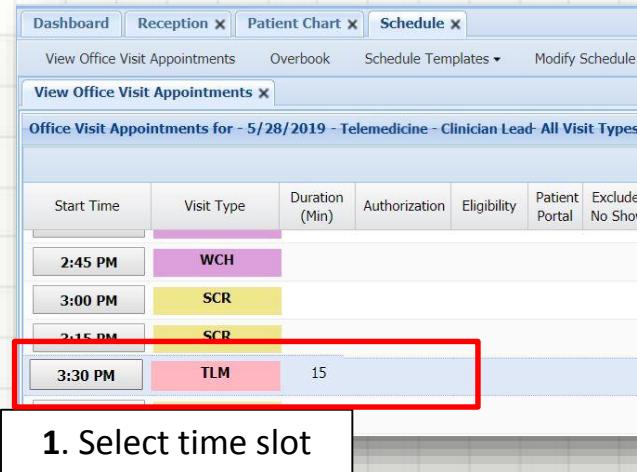
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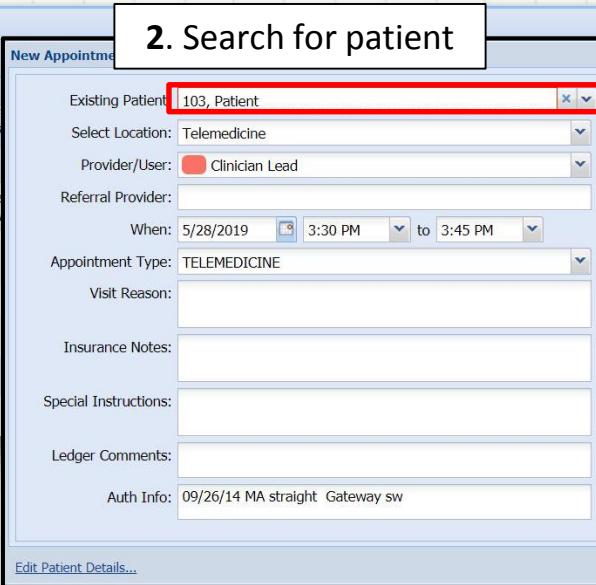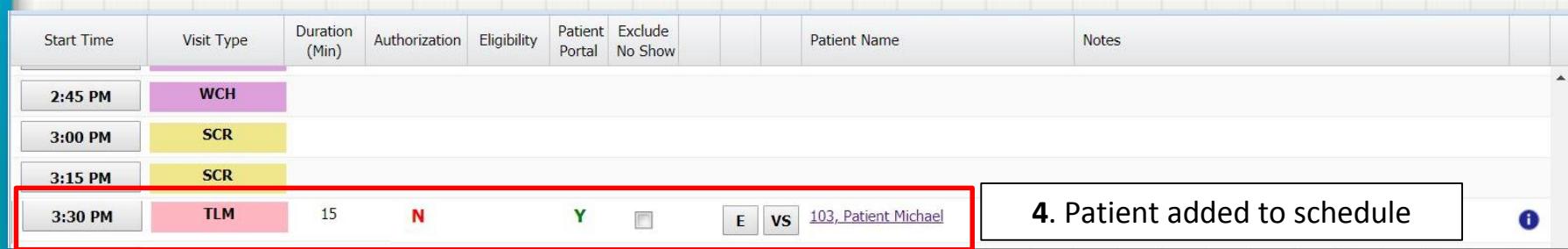
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Thank You

Questions?

Contact Support 248-434-0444, option 2