

FACILITY PORTAL INSTRUCTIONS

You will be assigned a user name and temporary password.

O New Person Web	Account – 🗆 X
User Name	Test Test
Password	P58v53
	One time password (limit to one a day)
	Reset Password
Activate	OK Cancel
	│□ │ (No Batch Set) │

Click on link below to access the facility portal. Then enter your user name and temporary password.

https://apr-sb6.servicebus.windows.net/0BB8ABCA-7F24-4C47-B262-58D397A7FFAA/facilityportal/13017/index.html#!/login

	FACILITY PORTAL	
USERNAME		
Username		
PASSWORD		
Password		
	LOGIN	

You will be prompted to create a new password. Once your password is created, you will be prompted to re-enter your User Name and new Password.

FACILITY PORTAL	WELCOME, TEST TEST2 -
Please create a new password: OLD PASSWORD	
Old Password	
NEW PASSWORD	
New Password	
RETYPE NEW PASSWORD	
Retype Password	
BACK	SUBMIT

Enter search criteria and click on the down arrow to download the wound forms for the most recent visit.

FACILITY POF	RTAL			WELCOME, TEST TEST2 ~
Search Patients				
Last Name			First Name	
Phone				
(xxx)-xxx-xxxx				
SSN				
xxx-xx-xxxx				
MRN				
With visit notes	from		То	
1/1/2019			Today	
CLEAR				Wound Form - Printable V
ID N 31378	lame	DOB 7/13/25	Most Recent Visit Date	VIEW
				>

To download multiple dates for a patient, click on the View button at the bottom right of the window.

FACILITY PORTAL		WELCOME, TEST TEST2 -
Q Back to Search	Previous Note Download Multiple	Next Note Notes -
	1 of 2 — + Automatic Zoom +	⊖BN≥
Wound	MD 3-9800 Fax: 216-273-9998	
Visit Da	ate: October 30, 2019	
	Name: Annie Daniel DOB: 07/13/1925 r Name: Alvin May M.D.	

Then click on the Download Multiple tab to select the dates. Click on the download icon to generate the forms.

All
2019-10-30
2019-09-04
2019-08-25
2019-07-21
2019-01-15