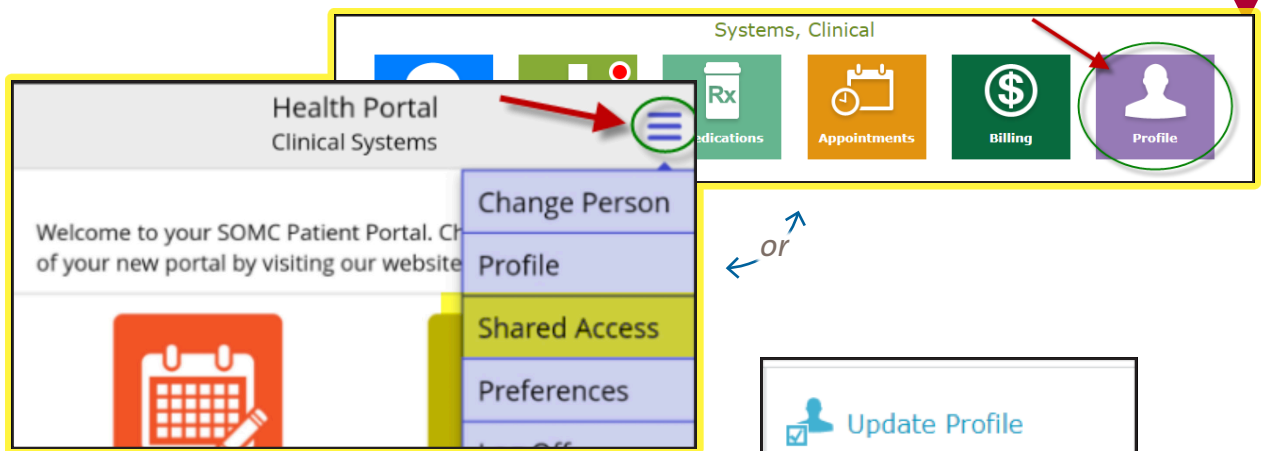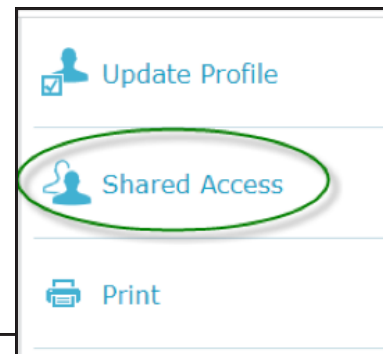Patients with an active SOMC Patient Portal account can share health information with family and loved ones by following the steps below:

» Users will need to either have an active portal account linked to the email you send the request to, or

  » Create a new Portal account from the invitation using the same email address SOMC has on file.
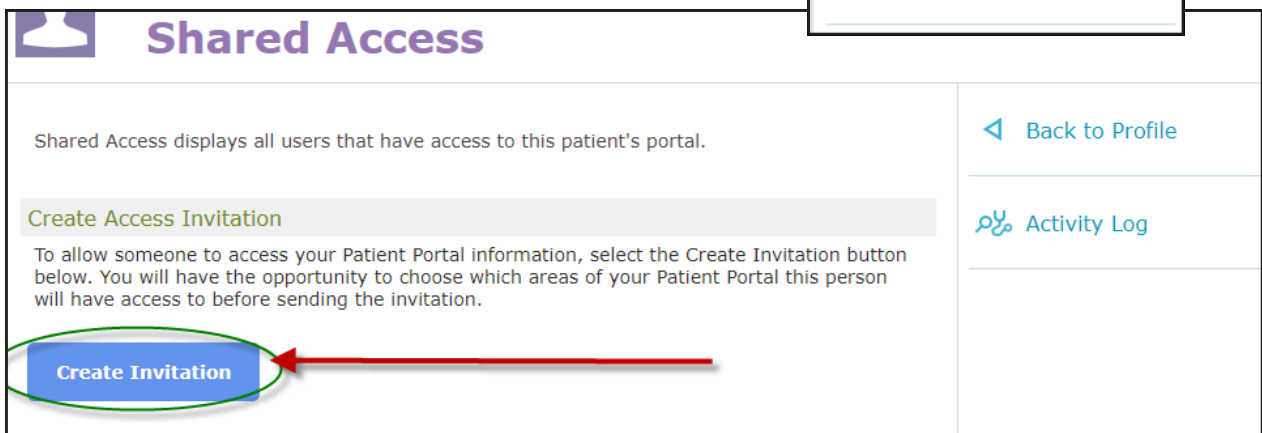
1 Log onto your patient Portal via a PC, laptop, tablet or phone

2 Click on the *Profile* icon or the *3-Dash* icon, depending on your device

3 From here click *Shared Access* ▶

4 From here click *Create Invitation* ▼

5 Complete the fields for the person you want to invite, then click *Continue*

Create an Invitation

Create an invitation for another person to access this Patient Portal by completing the form below. Please verify the email address with the person you are inviting. They must accept the invitation using the same email address.

Step 1: Who would you like to invite?

First Name (required)

Last Name (required)

Email Address (required)

Confirm Email Address (required)

I am this person's... (required)

Relationship

Continue

◁ Do Not Submit.
Return to Shared Access

You can back out at any time during this process by clicking on Do Not Submit from the top right

6 Select the access you are granting from the options shown, then click *Continue* ▼

Step 2: Select access level

Select which pages you would like to allow this person to access:

Administrative

✓ Billing

✓ Billing Details

✓ Profile

Clinical

✓ Clinical Data

Allergies, Appointments, Conditions, Health Maintenance, Health Summary, Immunization Certificate, Immunizations, Letters, Medical History, Medications, Messages, Questionnaires, Reports, Results, Scanned Documents, and Visit History

✓ Family History

Back

Continue

7 Add the message they will see when they receive the email invitation, then click *Continue* ▼

Please add a custom message, up to 1,000 characters, to be sent with your invitation:

Please accept my invitation

| Back | Continue |

8 Verify the information you entered, then click *Submit* ▼

Please review and verify the information below. If something is incorrect or missing, select Back and correct the information on the appropriate page.

User Information

Email Address noemail@noemail.com
Name Test Tester
Relationship Family/Other

Custom Message

Please accept my invitation

Access Level

⊘ Billing   ✔ Clinical Data

⊘ Billing Details   ✔ Family History

✔ Profile

| Back | Submit |

9 The invitee will receive an email invite with a link to accept the request ▶

Dear Test Tester,

Daniel Pastest has invited you to access their Patient Portal. To accept the invitation, the email address for your new or existing account must match the email address this invitation was sent to.

Message from Daniel:

Please accept my request.

Your invitation will expire on 11/12/2021 at 12:59 am (EST).

Access Patient Portal

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Southern Ohio
Medical Center
very Good things are happening here

Southern Ohio Medical Center

Sign In

Have an account?
Log on below to accept your invitation.

Logon ID (required)

Password (required)

Sign in

Forgot Logon ID?

Forgot Password?

Don't have an account?

Accept your invitation

After clicking the link, they can either log-in to accept, if they already have a portal account, or create a new account to accept your invitation. ◄

Once a user has access to another patient's portal information, they can select which account they need to view by clicking on *Change Person* once logged into the Portal. ▼

11

very Good things are happening here

Change Person

Rx

Change Person ✕