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Patient Guide to the Patient Portal

1. Type "plymouthdermatology.ema.md" in the URL bar of Mozilla Firefox browser. Please **do not** type "https://www." (If you do not currently have Mozilla on your computer, you can download it for free by Google searching Mozilla). *Please refrain from using any other browser.*

2. Log in with your user name and password.

User Name:

First initial of first name, last name (all lower case) Month, day and year of birth (mmddyyyy)

Password:

First three letters of last name (Capitalize first letter) Month, day and year of birth (mmddyyyy)

Example:

John Doe - Date of Birth 01-01-1957

User Name: jdoe01011957

Password: Doe01011957

This will bring you to a page where you are able to view, edit, and or add information to your chart. You will see a list of tabs on the left side of the page:

** Please change your password on the first login.*

- The **Contact Information** and **Insurance** tabs are for you to review and verify the information. You may contact your doctor's office directly to make any changes.
- The **Pharmacy** tab allows you to enter your pharmacy information so your doctor can electronically send your prescriptions.
 1. Click on the "Add Sure Scripts Pharmacy" icon.
 2. Enter the name and city of your pharmacy and click "Search." You will see a list of pharmacies that fit the criteria entered.
 3. Click on the pharmacy name in blue.
 4. Verify the name, address, and phone number of the pharmacy and click "Next." If you selected the wrong pharmacy, click "Remove" and re-search.
- The **Past Medical History** tab allows you to enter your medical and surgical history.
 1. Click the small box to the left of each medical condition that applies to you. If you do not see your condition listed, select "Other" and type the condition into the box.
 2. Scroll down to enter your surgical history.
 3. If you have no medical conditions and/or previous surgeries, please click the box next to "None."
 4. Once you are finished, click "Save and Continue" at the bottom of the page.

- The **Skin Disease History** tab allows you to enter any previous skin problems
 1. Click the small box to the left of each skin condition that applies to you. If you do not see your condition listed, select “Other” and type the condition in the box.
 2. If you have no previous skin problems, please select “None.”
 3. Scroll down to answer more questions regarding your skin history.
 4. Once you are finished, click “Save and Continue” at the bottom of the page.

- The **Medications** tab allows you to enter all of your current prescription medications and most over-the-counter medications.
 1. Click on the blank field next to drug name and start typing. Medications will autopopulate for you. Click on the correct medication and a box will appear to the right. If you know the dose of your medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text “Add with unspecified dispensable.” You will see your medication listed below.
 2. If you cannot find the correct medication, you can select “Other” and type it in.
 3. If you are not currently taking any medications, click the “Mark No Medications” icon at the top of the page.
 4. If you have selected a medication in error, simply click “Delete” to the right of the medication you wish to remove.
 5. Once you are finished, click “Save and Continue” at the bottom of the page.

- The **Allergies** tab allows you to enter any known drug allergies.
 1. Click on the blank field next to allergy and begin typing - allergens will auto populate. Simply click on the appropriate one. You will see your allergy listed below.
 2. If you cannot find the correct allergy, you can select “Other” and type it in.
 3. If you have no known drug allergies, click the “NKDA” icon at the top of the page.
 4. Once you are finished, click “Save and Continue” at the bottom of the page.

- The **Social History** tab allows you to document drug, alcohol, and smoking history.
 1. Click on the boxes that apply to you. If none apply, select “None.”
 2. Scroll down to select your smoking status. Click on the box under “smoking status” and a drop down box will appear. Click on the statement that applies to you.
 3. Once you are finished, click “Save and Continue” at the bottom of the page.

- The **Problem List** tab allows you to view previous diagnoses given by your doctor. You are not able to change any information in this section.

- The **Tests and Results** tab allows you to view any tests ordered by your doctor, as well as the results. You are not able to change any information in this section.