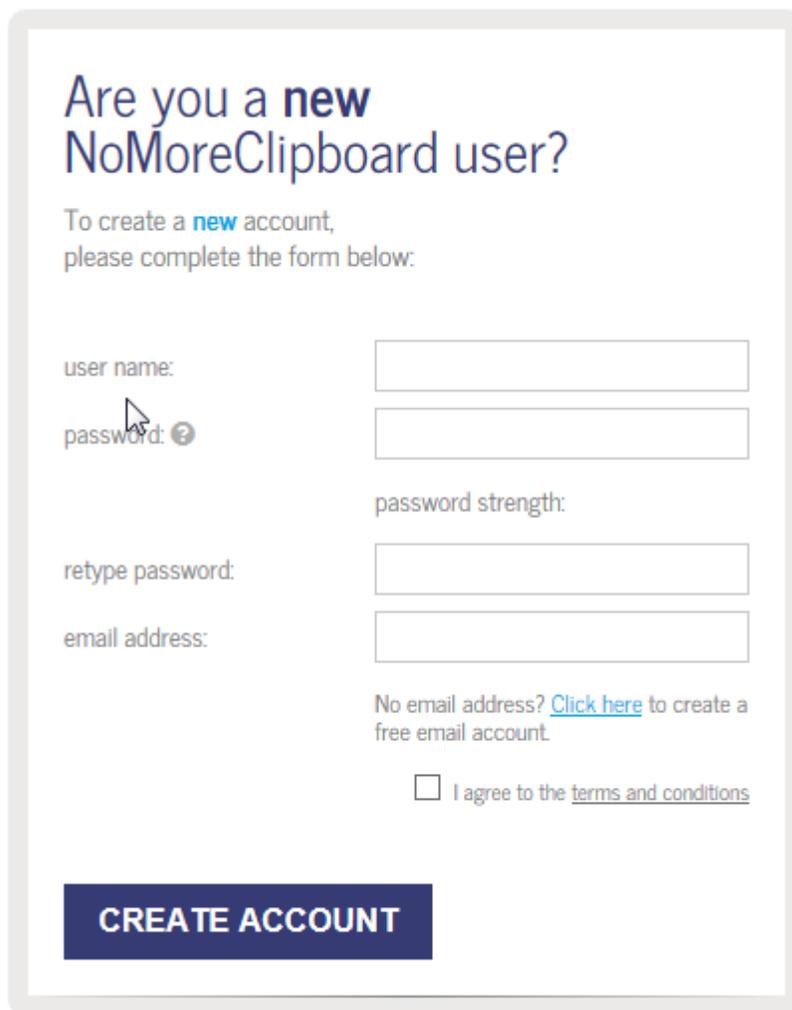


# NoMoreClipboard User Creation Guide



The myKSHealthRecords patient portal is delivered in partnership by the Kansas Health Information Network.

First, the user will be creating a username and password.



The screenshot shows a registration form for NoMoreClipboard. At the top, it asks 'Are you a new NoMoreClipboard user?' and instructs the user to complete the form to create a new account. The form includes five input fields: 'user name:', 'password:' (with a help icon), 'password strength:', 'retype password:', and 'email address:'. Below the email field, there is a link to create a free email account and a checkbox for agreeing to terms and conditions. A large blue 'CREATE ACCOUNT' button is at the bottom.

The requirements for both are as follows:

**Username: 8-16 characters total only including letters and numbers**

**Password: 8-16 characters total. Must include at least one numeric value and one special character (. , ! @ # \$ % & \* etc.)**

They will then provide their email address, and click the box to agree to the terms and conditions. Once all fields are completed they will click the icon to create their account.

On the next page, the user will be asked for their activation code. Currently, the setup is not complete to generate and provide codes; so, they will click No to complete their registration. In cases where users create an account without an activation code we have a process to activate the account with the code after the account is created.

## MEMBER ACTIVATION

A member activation code is provided by a doctor or other healthcare provider who sponsors accounts for patients. These codes are usually found on the paperwork patients receive after an appointment. A member activation code is not required to set up an account, but should be used if one has been provided to you.

Do you have a member activation code?

Next, the user will be asked to enter their information to complete the Primary Account Setup. This also includes a security question that NMC support staff would verify in the event we need to look up any information regarding the patient's account.

## PRIMARY ACCOUNT SET-UP

Each account has a **primary account holder** and up to nine additional family members. The primary account holder has administrative rights to all member records, and must be an adult able to accept the terms and conditions of the account. **Account members** are individuals under the care of the primary account holder, including dependent children, parents or other family members.

Please enter the name of the **primary account holder** who will be responsible for this account:

first name:

last name:

The primary account holder sets the administrative preferences for the account.  
Please enter the following information for your account:

postal code:

email address:

preferred time zone:

security question:

security answer:

preferred alert method:

**NEXT** ▶

Once this information is completed, and the Next button is clicked, the user will be taken to the portal landing page. If they wish to begin entering information on their account, they will click the 'Proceed to my Personal Health Record' Icon.



The next page will give them an overview of what a Personal Health Record (PHR) is. To proceed to the PHR to begin entering info click the icon to 'Continue to personal health record'.

The next page will take the user to their Member List. To continue, click the name. The user will then be taken to their Member Summary Page.

<p><b>Member Access Center [Edit]</b></p> <p> <b>Edit Member Summary Layout</b> Change what sections appear on this members summary screen.</p> <p> <b>Print Summary</b> View and print a summary of this member.</p> <p> <b>Member Review</b> Go through a step by step medical review for tester.</p> <p> <b>Access Privileges</b> Manage access to your PHR information.</p> <p> <b>Import data from pickup code</b> Click here to use a pickup code from a provider or other institution to import documents into your profile.</p>	<p><b>Current Medications [Edit]</b></p> <ul style="list-style-type: none"> <li>None Entered</li> </ul> <p><b>Previously taken medications:</b></p> <ul style="list-style-type: none"> <li>None entered.</li> </ul> <p><b>Current Illnesses [Edit] [Conditions Review]</b></p> <ul style="list-style-type: none"> <li>None entered</li> </ul> <p><b>Past Illnesses [Edit]</b></p> <ul style="list-style-type: none"> <li>None entered</li> </ul>
<p><b>tester's Registration Information [Edit]</b></p> <p>tester tester Age: 0, Birthdate:</p> <p><b>CLICK TO ADD PHOTO</b></p>	<p><b>Surgeries/Procedures [Edit]</b></p> <ul style="list-style-type: none"> <li>No Procedure History</li> </ul> <p><b>Immunizations [Edit]</b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
<p><b>cc:Me</b></p> <p>Active cc:Me secure email address:tester.tester9195@ccme.com</p> <p><a href="#">Print Hey Doc. cc:Me instructions for next appointment</a></p>	<p><b>Allergies [Edit]</b></p> <ul style="list-style-type: none"> <li>No allergies entered</li> </ul> <p><b>Family Medical History [Edit]</b></p> <ul style="list-style-type: none"> <li>No family history entered</li> </ul>
<p><b>Insurance [Edit]</b></p> <ul style="list-style-type: none"> <li>No insurance policies.</li> </ul>	<p><b>Social History [ Edit ]</b></p>
<p><b>Medical Providers [Edit]</b></p> <p><b>Health Care Professionals:</b> None</p> <p><b>Health Care Facilities:</b> None</p> <p><b>Pharmacies:</b> None</p>	<p><b>Data Tracking [Select]</b></p> <p>Click on the data tracking select link above to turn on data tracking elements. Click on an icon below to add or edit information:</p> <p> <b>Height/Weight/BMI</b> Most Recent: No Data, No Data, BMI: No Data</p> <p> <b>Blood Pressure</b> Most Recent: No Data / No Data</p> <p> <b>All Observation Results</b></p>
<p><b>Documents</b></p> <p> <b>Add Document</b></p> <p> <b>Financial/Insurance Documents:</b> No Documents</p> <p> <b>Personal Documents:</b> No Documents</p> <p> <b>Print Standard FaxBack Form</b></p> <p> <b>Legal Documents:</b> No Documents</p> <p> <b>Medical Documents:</b> No Documents</p> <p> <b>Office Forms and Messages:</b> No Documents</p> <p> <b>Print Records Release Form</b></p>	<p><b>HIPAA Access Information [Edit]</b></p> <ul style="list-style-type: none"> <li>No HIPAA access information</li> </ul> <p><b>Download your NoMoreClipboard Health Information</b></p> <p>Click a link below to generate a file in a specific format:</p> <ul style="list-style-type: none"> <li><a href="#">Plain Text/ASCII Format ("Blue Button")</a></li> <li><a href="#">PDF Format</a></li> <li><a href="#">PHR Extract (Personal Health Record)</a></li> <li><a href="#">CCD (Continuity of Care Document)</a></li> <li><a href="#">CCR (Continuity of Care Record)</a></li> </ul>

## **Member Summary Section Overview:**

**Note:** To make changes to any information contained in the sections, click the [Edit] link in the section header.

### **Member Access Center**

- **Edit Member Summary Layout:** Allows the user to edit the layout of their summary page
- **Member Review:** Allows the user to complete/edit the Member Review Process. The Member review process will walk the user through different sections of their account to enter/edit information.
- **Access Privileges:** Allows the user to grant access to their account. This also includes allowing someone emergency access to the account if necessary.
- **Print Summary:** Allows user to print a Summary of their medical information.
- **Import Data from Pickup Code:** Allows user to enter and activate a pickup code if they did not do so when they created the account.

### **User Registration Info**

- Allows user to view/edit their Registration Information

### **ccMe**

- Allows user to view their ccMe (direct) email address

### **Insurance Info**

- Allows user to view/edit their insurance information

### **Medical Providers**

- Allows user to view/edit their Medical Provider list

### **Documents**

- Allows user to upload/view any documents they have stored in their account. NOTE: Any documents sent initially to the account will first go to the user's Mailbox. They can be moved to this section if the user decides to do so.

### **Current Medications**

- Allows user to view/edit any present Medications they are taking
- Allows user to view/edit any past Medications they had been taking

### **Current Conditions**

- Allows user to view/edit their Conditions list
- Allows user to view/edit their Conditions review

### **Past Illnesses:**

- Allows user to view/edit their past illnesses

### **Surgeries/Procedures**

- Allows user to view/edit their Surgeries & Procedures

### **Immunizations**

- Allows user to view/edit their Immunization list

### **Allergies**

- Allows user to view/edit their Allergies

### **Family Medical History**

- Allows user to view/edit their Family Medical History

### **Social History**

- Allows user to view/edit their Social History

### **Data Tracking**

- **Allows user to view/edit the following Data Tracking items:**
  - **Blood Pressure**
  - **Calories**
  - **Carbohydrates**
  - **Creatinine/BUN**
  - **Glucose Levels**
  - **Height, Weight, BMI**
  - **Pedometer/Steps**
  - **Triglycerides**
  - **Cholesterol**

### **Download your NoMoreclipboard Health Information**

- **Allows user to download their Personal Health Record via the following choices:**
  - **Plain Text/ASCII Format (Blue Button)**
  - **PDF**
  - **PHR Extract**
  - **CCD (Continuity of Care Document)**
  - **CCR (Continuity of Care Record)**