

How do I indicate that a parent does not want to enroll for the portal?

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If a parent feels strongly about not wanting to enroll for the portal, you can do the following:

1. Decide as a Practice team where this should be noted in the patient's chart (such as in Misc. Notes), and enter the appropriate note in OP.
2. Log in to the Practice Portal and navigate to the patient's record.
3. Click the **Actions** drop-down menu, and select **Data Sharing**.
4. Select the **Full Opt Out** radio button. This removes the option to register the patient from the Appointment List in the Dashboard and indicates that the patient has chosen to opt out in their portal record.

If the parent later chooses to enroll for the portal:

1. Remove the note you added to the patient's chart in OP (in Step 1 above).
2. Log in to the Practice Portal and navigate to the patient's record.
3. Click the **Actions** drop-down menu, and select **Data Sharing**.
4. Select **Full Opt In** radio button.
5. Proceed with your normal workflow for issuing a new Portal Registration PIN to the parent.