

Register a Patient While in the Office (With a PIN)

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About

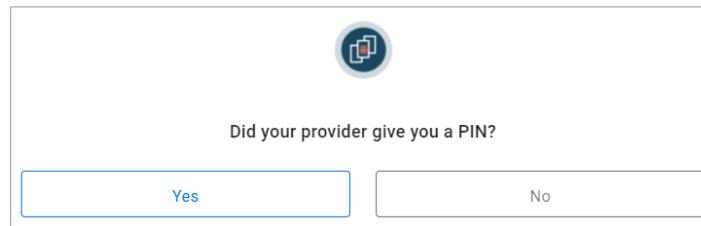
Practice staff may choose to assist a parent/guardian with the process of completing their portal registration while the parent/guardian is in the office. The workflow below assumes that the Practice has printed a PIN from OP and issued it to the parent/guardian.

Important: If you're completing this workflow for patients registered with an unofficial name, such as Baby Boy or Baby Girl, you must update the patient's Basic Info to reflect their given name before issuing a PIN.

Workflow

To walk the parent through the registration with a PIN printout from OP:

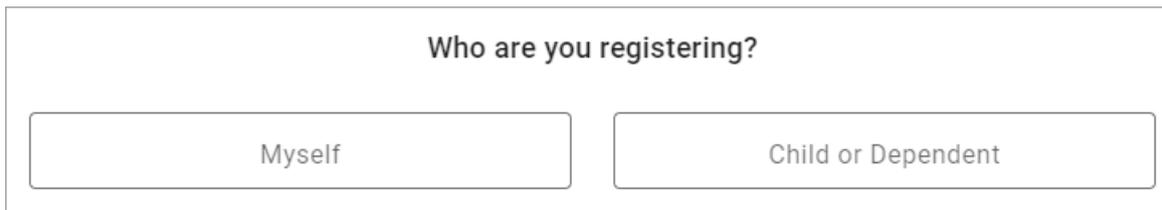
1. Navigate to the practice's Patient Portal URL located at the top of the OP printout.
2. Click **Let's Get Started**.
3. Click **Yes** when asked if you have a PIN.



Did your provider give you a PIN?

Yes No

4. Click **Child or Dependent** when asked you you're registering or click **Myself** if the person registering is the patient and is of age to have their own portal account.



Who are you registering?

Myself Child or Dependent

5. In the Child/Dependent screen, enter the child/dependent's **birthday** and **PIN** from the printout.
6. *(Optional)* If also adding additional children, click **+Add another child or dependent** and complete their information as well.
7. Click **CONTINUE**.
8. In the Parent/Guardian screen, have the **parent** complete their information.
9. Have the parent select a Security Question, provide the Answer, and accept the Terms & Conditions.
10. Click **CREATE MY ACCOUNT**.