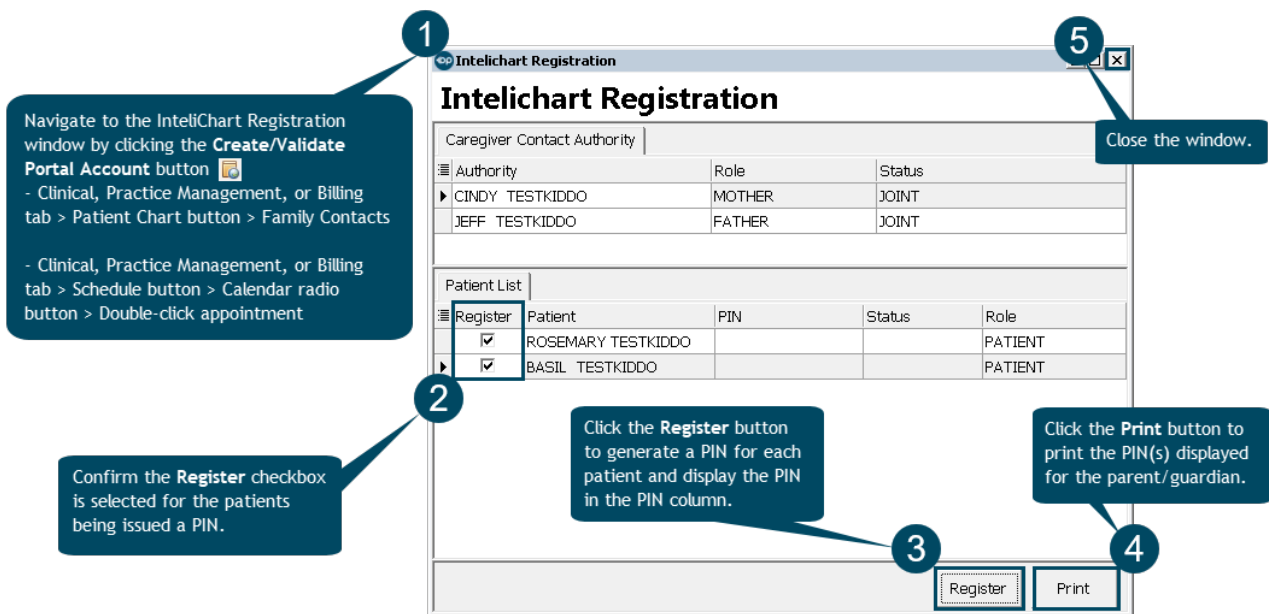



Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

OP Patient Portal Easy Button Diagram

Last Modified on 12/20/2019 11:42 am EST



1 Navigate to the IntelliChart Registration window by clicking the **Create/Validate Portal Account** button  - Clinical, Practice Management, or Billing tab > Patient Chart button > Family Contacts

- Clinical, Practice Management, or Billing tab > Schedule button > Calendar radio button > Double-click appointment

2 Confirm the **Register** checkbox is selected for the patients being issued a PIN.

3 Click the **Register** button to generate a PIN for each patient and display the PIN in the PIN column.

4 Click the **Print** button to print the PIN(s) displayed for the parent/guardian.

5 Close the window.

Caregiver Contact Authority				
Authority	Role	Status		
▶ CINDY TESTKIDDO	MOTHER	JOINT		
▶ JEFF TESTKIDDO	FATHER	JOINT		

Patient List				
Register	Patient	PIN	Status	Role
<input checked="" type="checkbox"/>	ROSEMARY TESTKIDDO			PATIENT
<input checked="" type="checkbox"/>	BASIL TESTKIDDO			PATIENT

Buttons: Register, Print