



We at Shah Dermatology, LLC are excited to give you access to your own unique patient portal. The portal allows you to be more involved in your healthcare giving you access to your dermatological records, notes, and results. As a new patient to the practice, you will have the opportunity to fill out paperwork prior to your visit so that your time in the waiting room may be minimized. As an established patient, you will be able to update your medications, allergies, past medical history, as well as view office notes, biopsy results, and even ask questions.

As you leave our office today, you will be given a unique username and password. Follow the instructions below to set up your portal. We realize that this is an extremely confusing process, so feel free to call our office with any questions. You may call us at 301.884.0278. Thanks for allowing us to participate in your healthcare. Here's to your good health.

*\*Disclaimer: If you are having an emergency or have a time sensitive issue, please do not leave a message in the patient portal. Often it may take up to 8 hours to check our portal inbox due to concurrent patient care in the office. The best way to reach your provider would be to call the office directly.*

## How to Open and Login to Patient Portal

Type in the URL listed below into a Mozilla Firefox browser and hit enter. **DO NOT** type "www" or "https" in front of the URL. (If you do not currently have Mozilla on your computer, you can download it by going to google.com and searching "Mozilla Firefox" and download it for free. **DO NOT** use any other browser as the software will not run properly)

[shahderm.ema.md](http://shahderm.ema.md)

Login with the username and password listed below. Once you have logged in, you will have to change your password to your liking. The new password should include the following:

- Must be at least 7 characters long
- Must contain at least 1 uppercase letter
- Must contain at least 1 lowercase letter
- Must contain at least 1 number

Write down this password as you will have to remember it.

### Username:

- First 3 letters of your first name
- First 3 letters of your last name
- Last 2 digits of your birth year

Example: John Doe born on January 1, 1970  
**johdoe70**

### Temporary Password:

- Capital first letter of your first name
- Lowercase first letter of your last name
- Your full birthdate (MM/DD/YYYY)

Example: John Doe born on January 1, 1970  
**Jd01011970**

## Navigating Patient Portal

Once you've logged in, you will see a list of tabs on the left side of the page:

**Contact Information** and **Insurance**. These tabs are for you to review and verify the information. You may contact your doctor's office directly to make any changes.

**Pharmacy**. This tab allows you to enter your pharmacy info so that your doctor can electronically send your prescriptions.

1. Click on the "Add Surescripts Pharmacy" tab.
2. You can search for pharmacies by filling in as much information as you can. Once you click on search, a list of pharmacies will appear. If you don't see your pharmacy populate, try to search by state and city only.
3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
4. Verify the name, address, and phone number of the pharmacy. Click on the "next" button. If you have selected the wrong pharmacy, click on the "remove" button in blue and start your search over.

**Past Medical History**. This tab allows you to enter your medical history and surgical history.

1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click "other" and type the condition in the box.
2. If you have selected something by mistake, click on the box again and the check mark will disappear.
3. If you have no medical conditions and/or previous surgeries, please click the box next to "None."
4. Once you are finished, scroll to the bottom of the screen and select "Save and Continue."

**Skin Disease History.** This tab allows you to enter any previous skin problems.

1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the "other" box and type in your condition.
2. If you have no previous skin problems, please select "none."
3. Scroll down to answer more questions regarding your skin cancer history.
4. Once you are finished, scroll to the bottom of the screen and select "Save and Continue."

**Medications.** This tab allows you to enter all of your current medications including OTC. Click on the blank field next to drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that 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 then see your medication listed below. you can add as many medications as you like.

1. If you cannot find the correct medication, you can always click "other" and type in your medication.
2. If you are not currently taking any medications, click on the "Mark No Medications" tab at the top of the page.
3. If you have selected a medication in error, simply click on the blue "delete" button to the right of the medication.
4. You may add additional information into the blank fields next to each medication but you do not have to.
5. Once you are finished, scroll to the bottom of the screen and select "Save and Continue."

**Allergies.** This tab allows you to enter any known drug allergies.

1. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
2. As always, there is an "other" box for you to type in any allergy that you cannot find.
3. If you have no known drug allergies, click on the "mark no known allergies" tab at the top of the page.
4. You may select the type of reaction you experienced with that allergy, but you do not have to.
5. If you select an allergy in error, click on the blue "delete" button to the right of the allergy you wish to delete.
6. Once you are finished, scroll to the bottom of the screen and select "Save and Continue."

**Social History.** This tab allows you to document drug, alcohol, and smoking history.

1. Click on the box that applies to you. If none apply, select one.
2. Scroll down to select your smoking status. Click on the box under "smoking status" and a dropdown box will appear. Click on the statement that applies to you.
3. Once you are finished, scroll to the bottom of the screen and select "Save and Continue."

**Problem List.** This tab allows you to view any condition your doctor has diagnosed you as having and the date you were given that diagnosis. **You are not able to change any information in this tab.**

**Tests and Results.** This tab allows you to view any test or lab that was performed or ordered for you. You can also see the results of those tests or labs if they have come back. For example, all biopsies and blood work should be here for you to view. **You are not able to change any information in this tab.**

Any information you enter or change in your patient portal will alert our staff and your provider will have an opportunity to review and accept the changes at the time of your visit. Thank you again for participating in your health. If you have trouble with your login, please call our office at 301.884.0278.