

## We have Two Patient Portals

Both portals offer convenient, 24/7 on-line information to your health information.

### 1. Your Hospital Portal - MyCareCorner

The MyCareCorner portal is an interactive user interface that brings your health data to life and promotes a collaborative approach to care. You can also get your health via your computer or on the go with the mobile app!

If you experience issues signing into your Hospital Portal (hospital services) – MyCareCorner call **802-888-8362**.

### 2. Your Physician Practice Portal - Healow

Follow the instructions you receive in the email to set up your Healow Portal.

The Physician Practice Portal serves patients of Copley-owned practices, including:

- Copley Hospital Multi-Specialty Clinic: Cardiology, General Surgery and Neurology
- Mansfield Orthopaedics
- The Women's Center

If you experience issues signing into your Physician Practice Portal call:

Multi-Specialty Clinics (related to Cardiology, General Surgery and Neurology): **802-888-8362**

Mansfield Orthopaedics: **802-888-8405**

The Women's Center: **802-888-8100**

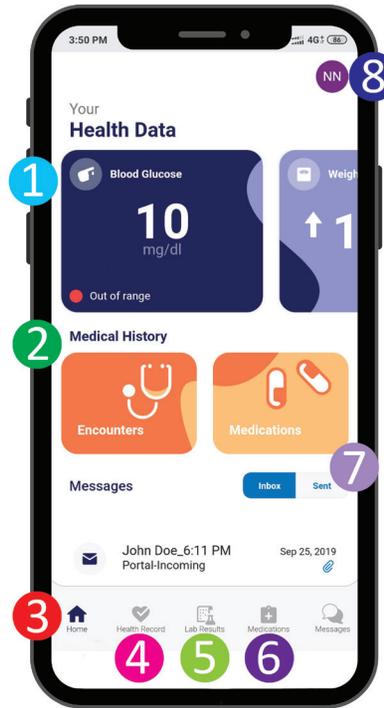
### Will I receive emails after each hospital or clinic visit?

**No.** Once you have completed the initial sign-up, emails are not sent after each visit. After each admission to the hospital, a new summary of care document will automatically be posted to your hospital portal. You may access the document any time after you are discharged. After each clinic appointment, a summary of your visit will automatically be posted to your physician portal.

### Resetting your Password

If you do not access your portal for three months it will need to be reset. You can reset your password, etc. by following the instructions in MyCareCorner to reset your password.

## Your MyCareCorner Mobile App

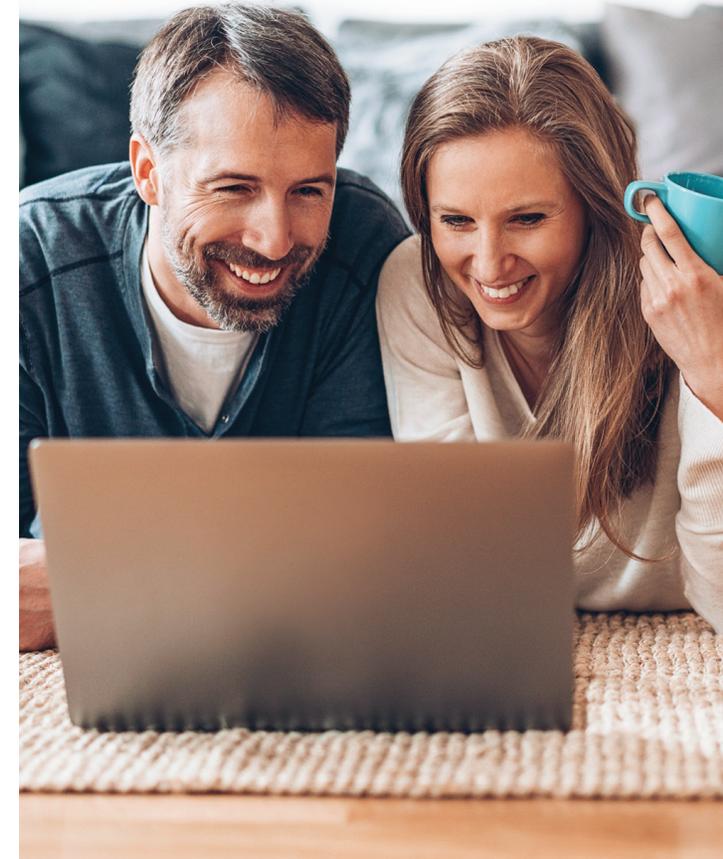


- 1 Recent Data Tiles**  
Informs you of any recent data entries.
- 2 Medical History Tiles**  
Quick access to your medical history.
- 3 Home**  
Return to your home page at any point.
- 4 Health Record**  
Add, view, edit and delete your health values.
- 5 Lab Results**  
View all your current and previous lab results.
- 6 Medications**  
Access a list of your past and present medications.
- 7 Secure Messaging**  
Communicate with your provider at any time.
- 8 Profile**  
Manage and update your account settings.



528 Washington Highway, Morrisville, VT 05661  
802-888-8888 | [www.copleyvt.org](http://www.copleyvt.org)  
EXCEPTIONAL CARE. COMMUNITY FOCUSED.

## My Patient Portal



Access your medical records online

Convenient | Safe | Secure



[www.copleyvt.org](http://www.copleyvt.org)

## Portal Features include:

- Appointments
- Immunizations
- Medical Conditions/Medications
- Medical Visits and Encounters
- Laboratory Results
- Clinical Care Documentations

## Getting Started

At the time of registration, a Copley Hospital registrar will ask you to provide an email, or confirm the email address you have on file. You will receive an invite to sign up/sign in to view your health record or test results.



## How to Log-in to your Hospital Portal – MyCareCorner

### Step 1

From the email you receive, click the link provided in the email. The MyCareCorner page is launched.

### Step 2

Click **Continue**. The Invitation Code screen is displayed.

### Step 3

Click **Submit**. The Create Your MyCareCorner Account page is displayed.

### Step 4

If you have an account in the old patient portal, enter your “old portal” **Email and Password** and click Sign-In. You may skip to step 9. **Otherwise, click Create Account and proceed with step 5.**

### Step 5

Enter your information: First Name, Last Name, Relationship, Sex, and Date of Birth.

### Step 6

In the Create Account fields, enter: Email, Password and Confirm Password.

### Step 7

Enter the characters you see in the field provided and Check (✓) the **I agree to the Terms and Conditions**.

### Step 8

Click **Create Account**. A verification question may be displayed. If so, answer the question and click Submit. The Information Transfer page is displayed.

### Step 9

In the **Select the record that MyPortal will be able to access** field, use the drop-down list to select the record (or person’s name) whose information is being transferred to MyCareCorner. [It is important to note that multiple patients can be set up under one account (or email address/ password combination) so that spouses and/ or children can be accessed from a single account holder].

**IMPORTANT:** If you do not see the correct person’s name, click the Add record button to add the person (First Name, Last Name, Relationship, Sex and Date of Birth), Enter the characters and click Create. The new record should not be an option in the drop-down list.

### Step 10

Click **Allow**. The Access Approved screen is displayed.

### Step 11

Click **Home** to go to the MyCareCorner patient portal home page. As the home page is displayed, a **Your Data is Loading** message is displayed. Once the message disappears, refresh your browser to ensure the health record data is displayed.

