

## Patient Portal Pre-Registration Instructions

1. Go to \*PATIENT PORTAL on Penguin Pediatrics website.
2. Click on Pre-Register button, enter Patient Demographics & Authenticate (Patient information, Emergency Contact Details) and save to enroll with our practice.



**New to Practice?**  
Pre-register for hassle-free appointment booking and easy check-in for your first visit.

**Pre Register**



**Pre Registration**  
Help us to serve you better! Please submit few details about you.  
**Important:** This is for new and prospective patients to enroll in our practice. Please do not fill the pre-registration if you are already a patient in our practice. If you need access to the web-portal or if you are having trouble logging in, please contact the practice.

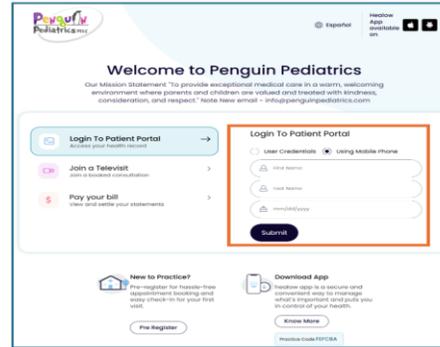
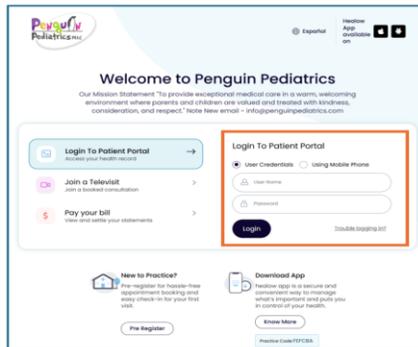
**1 Personal Details**

First Name *	Middle Initial
<input type="text" value="eg. John"/>	<input type="text" value="eg. Harry"/>
Last Name *	
<input type="text" value="eg. Smith"/>	
Date Of Birth *	Sex *
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>
Email *	Address 1 *
<input type="text" value="xyz@eclinicalworks.com"/>	<input type="text"/>
Address 2	City *
<input type="text"/>	<input type="text"/>
State *	Zip *
<input type="text"/>	<input type="text"/>
Cell Phone *	Ext.
<input type="text"/>	<input type="text" value="Ext"/>
	Home Phone *
	<input type="text"/>

3. Expect to receive an email from Penguin Pediatrics (no-reply@eclinicalmail.com) with user credentials from doctor's office to setup your account. Click on **"Set up Portal Account"** or Patient Portal URL, enter Username (provided in the email) and password.
4. Acknowledge the consent forms accepting to enroll into the practice policy agreement.

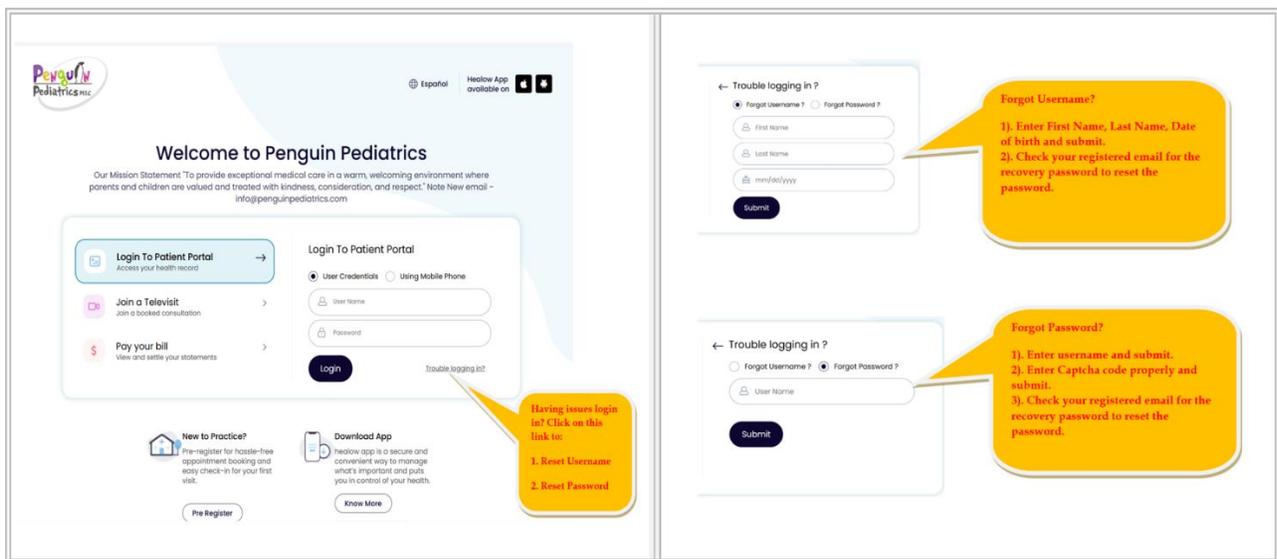
## Login to Patient Portal Options

5. Two ways to login, either entering username/password or patient First name/ Last name and Date of Birth and submit. When it prompts, enter the primary phone number associated with patient to get a code (via SMS Text message) to login.



## Trouble Logging in - Patient Portal

6. If you already have setup username and password to access patient portal, but experiencing issues login to [Patient Portal Login Page](#), then can click on **“Trouble logging in?”** to reset the password.

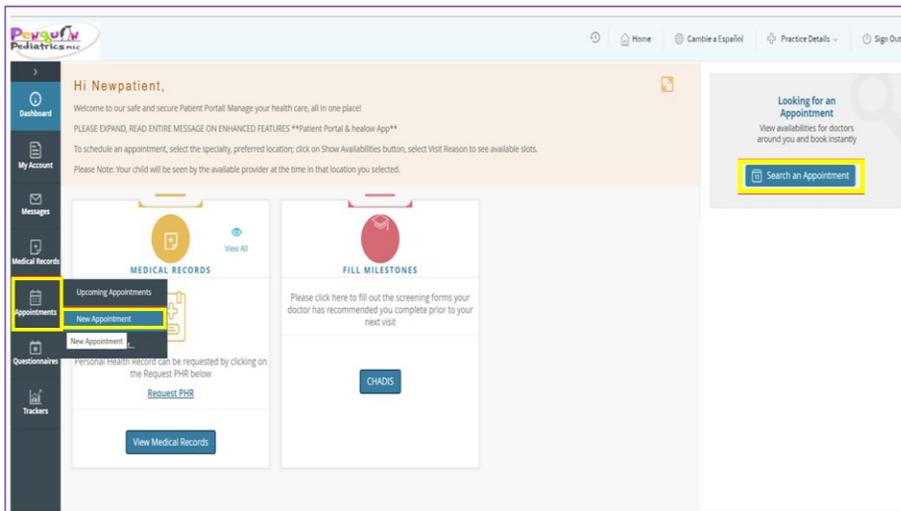


# Patient Portal Appointment Booking

## 7. Login to Patient Portal

## 8. On Patient Portal Dashboard

- a. Click on “Search an Appointment” on right top corner  
or
- b. Hover over “Appointments” left menu
- c. Click on “New Appointment”



## 9. Select Specialty, click Next

Pick specialty or find a provider for this appointment

Select Specialty

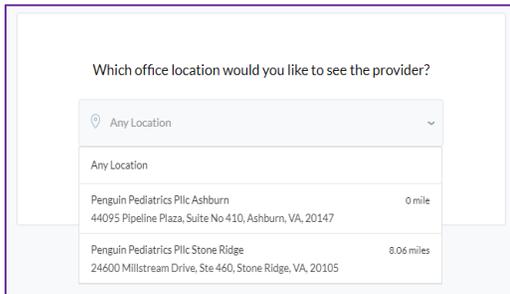
Pediatrician

Covid Vaccination

Next →

## 10. Select Location, click Search

**Note: you will be seen by whichever provider is available based on location**

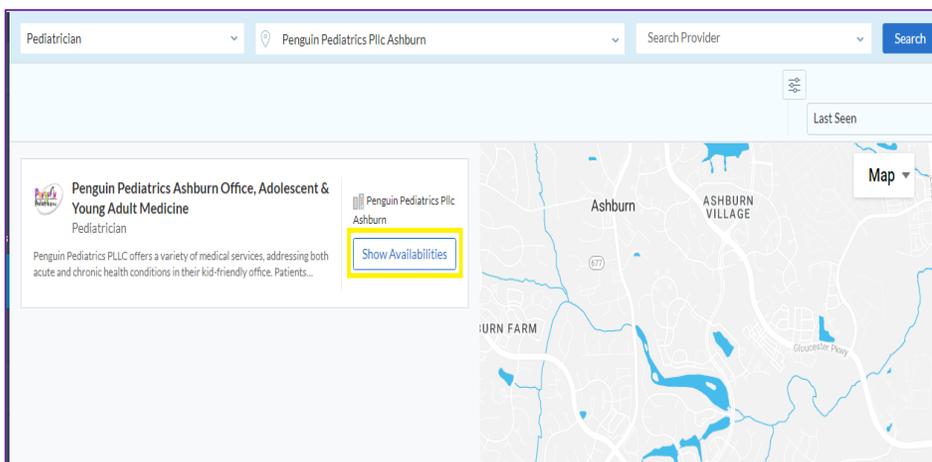


Which office location would you like to see the provider?

Any Location

Location	Distance
Penguin Pediatrics PLLC Ashburn 44095 Pipeline Plaza, Suite No 410, Ashburn, VA, 20147	0 mile
Penguin Pediatrics PLLC Stone Ridge 24600 Millstream Drive, Ste 460, Stone Ridge, VA, 20105	8.06 miles

## 11. Click on “Show Availabilities” Button



Pediatrician

Penguin Pediatrics PLLC Ashburn

Search Provider

Search

Last Seen

Map

**Penguin Pediatrics Ashburn Office, Adolescent & Young Adult Medicine**  
Pediatrician

Penguin Pediatrics PLLC offers a variety of medical services, addressing both acute and chronic health conditions in their kid-friendly office. Patients...

**Show Availabilities**

Ashburn

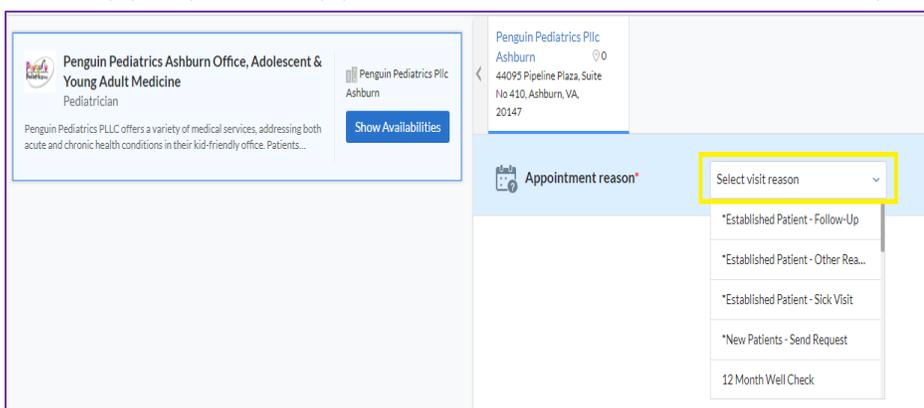
ASHBURN VILLAGE

ASHBURN FARM

677

Goosefield Park

## 12. On the right side of the screen, click on “Select visit reason” to choose appropriate appointment reason from the dropdown list.



**Penguin Pediatrics Ashburn Office, Adolescent & Young Adult Medicine**  
Pediatrician

Penguin Pediatrics PLLC offers a variety of medical services, addressing both acute and chronic health conditions in their kid-friendly office. Patients...

**Show Availabilities**

Penguin Pediatrics PLLC Ashburn  
44095 Pipeline Plaza, Suite No 410, Ashburn, VA, 20147

**Appointment reason\***

Select visit reason

- \*Established Patient - Follow-Up
- \*Established Patient - Other Rea...
- \*Established Patient - Sick Visit
- \*New Patients - Send Request
- 12 Month Well Check

13. Once a visit reason is selected, available time slots will appear. Select the suitable appointment time slot that fits your schedule.

Appointment reason\* \*Established Patient - Follow-Up

05 Aug, 2022 Go

Fri Aug 05	Sat Aug 06	Sun Aug 07	Mon Aug 08	Tue Aug 09	Wed Aug 10	Thu Aug 11
				11:15 AM		11:00 AM
						11:15 AM
						11:30 AM

more

14. To select a new date, click on the date in the left corner
- Select a new month/day
  - Press Go

Appointment reason\* \*Established Patient - Follow-Up

05 Aug, 2022 Go

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Today

Appointment for the time you were looking for?

Send Request

15. On clicking the suitable time and follow next step
- Confirm Patient Details, click next
  - Enter Visit Details as applicable, click next

The screenshot shows the 'Patient Details' step of a registration process. The breadcrumb trail includes 'Select Provider', 'Patient Details', 'Visit Details', and 'Phone Verification'. A progress indicator shows the current step is 2. A warning icon and text state: 'If you think you have a medical emergency, please call 911'. The form fields are: First Name (NewPatient), Last Name (redacted), Contact Email (redacted), Date of Birth (redacted), Contact Phone (redacted), and Gender (radio buttons for Male, Female, and Other/Prefer Not to Disclose). A note below the gender field says 'This information is required for patient registration.' On the right, a 'Your Doctor' section displays the Penguin Pediatrics Ashburn Office logo, address (44095 Pipeline Plaza, Suite No 410, Ashburn, VA 20147), language (English), and appointment date/time (Aug 08, 2022, 11:30 AM) with a 'Change' link. A 'Next' button is at the bottom right.

- c. Click on either Voice or Text to receive code to verify the preferred phone number to complete booking appointment. You will receive an automated email confirmation.

The screenshot shows the 'Phone Verification' step. The breadcrumb trail is 'Select Provider', 'Patient Details', 'Visit Details', and 'Phone Verification'. The progress indicator shows step 4 is active. A warning icon and text state: 'If you think you have a medical emergency, please call 911'. The main content area has a heading 'We need to verify your phone number for this appointment' and a sub-heading 'This will be done by an instant phone call or text message. Select your preference.' Below this is a paragraph: 'By entering your number, you agree to receive an automated telephone call or one text message (with a passcode) to verify your account. Message and data rates may apply.' On the right, there are two buttons: 'Voice Call' and 'Text Send'.