# Sleepwatchers, LLC

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INSTRUCTIONS FOR PATIENT INTAKE COMPLETION

This account will allow you to view appointments, billing statements, medical records (Test Results), and more! You can also send us secure messages regarding your healthcare. And finally, whenever we have a form for you to sign, we will post it in there, too.
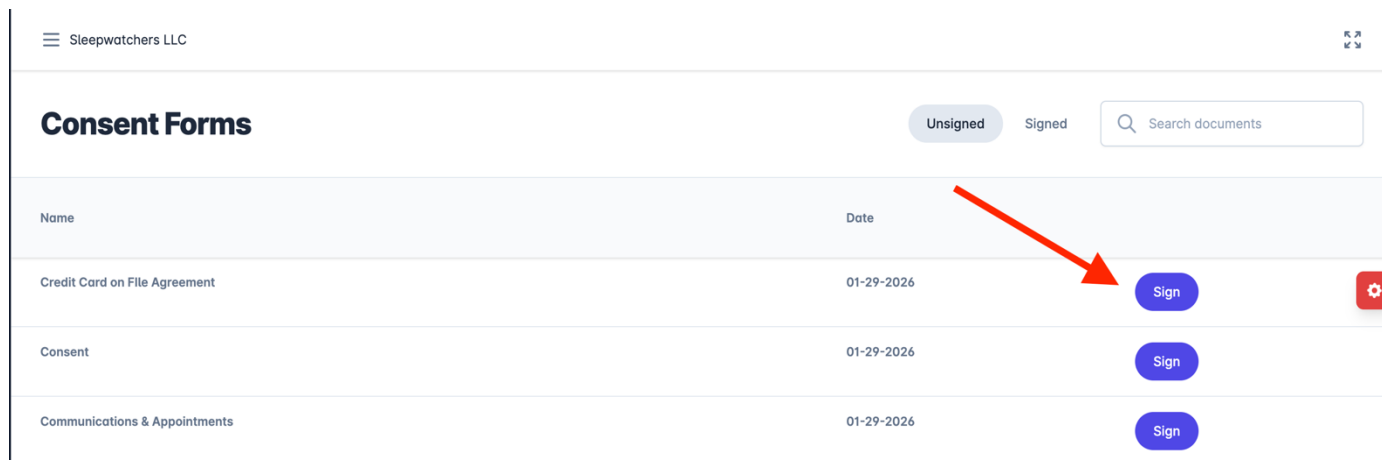
1) **PORTAL REGISTRATION**: In order to register for our Patient Portal, we must send you an email with an invitation. If you have already requested one, you should have received an email from DoNotReply@MyPortal.MD. Please click on the link to register by entering your name, date of birth, and a new username and password.
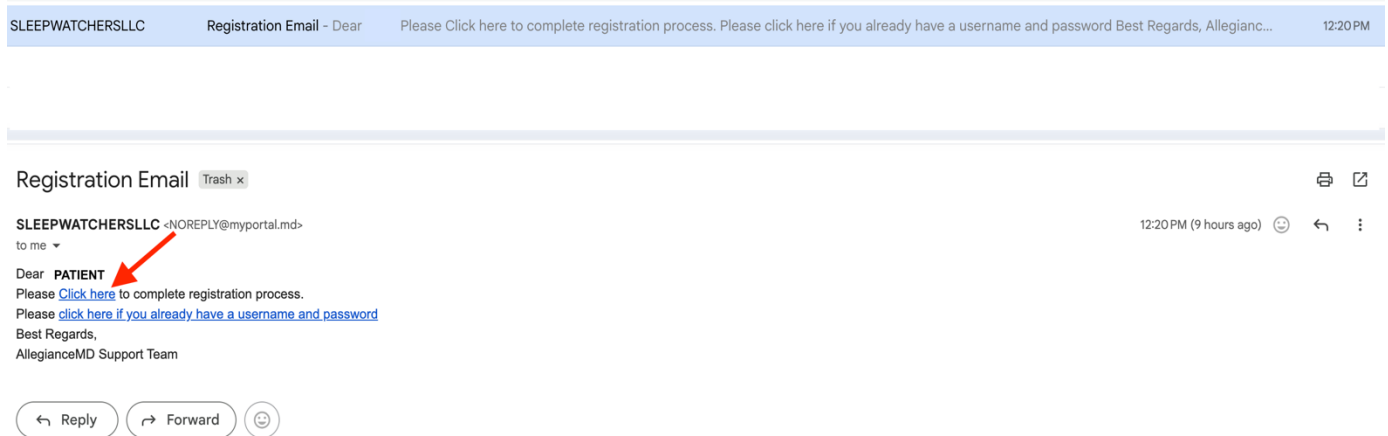
2) **SIGNING INTAKE FORMS**: Once you are registered and you login, the first thing you will see is the DASHBOARD.
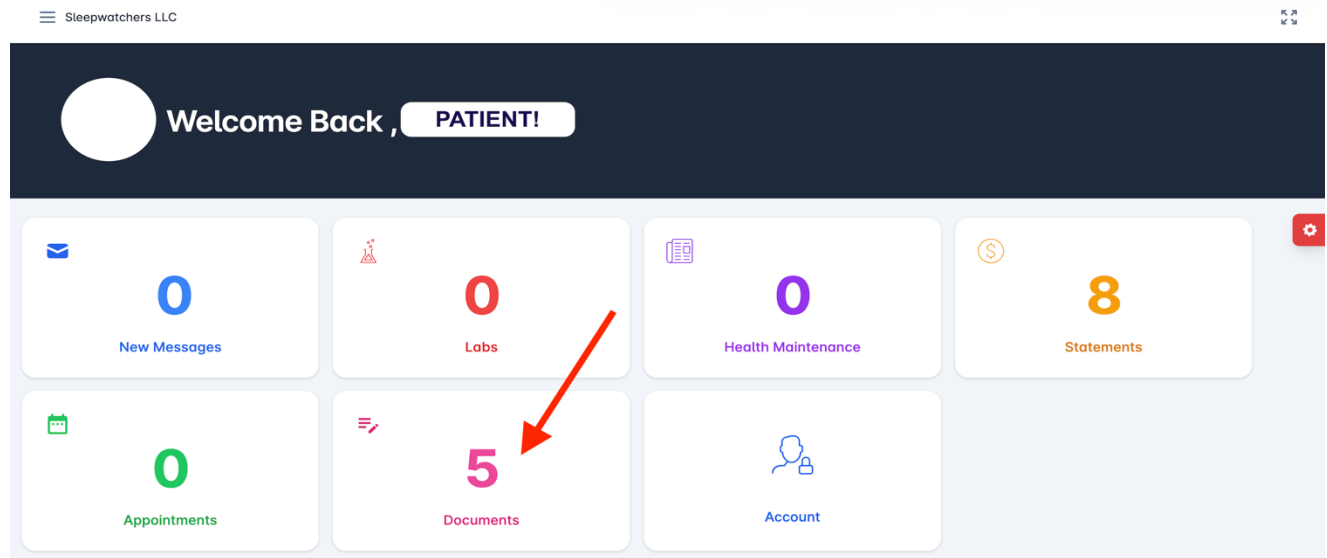
Please click on DOCUMENTS to sign your Intake Forms. Here you will see a list of all of the forms we need signed in order to receive services. Please choose SIGN at the right (INSERT SIGN ICON) and it will open the first document to be signed.
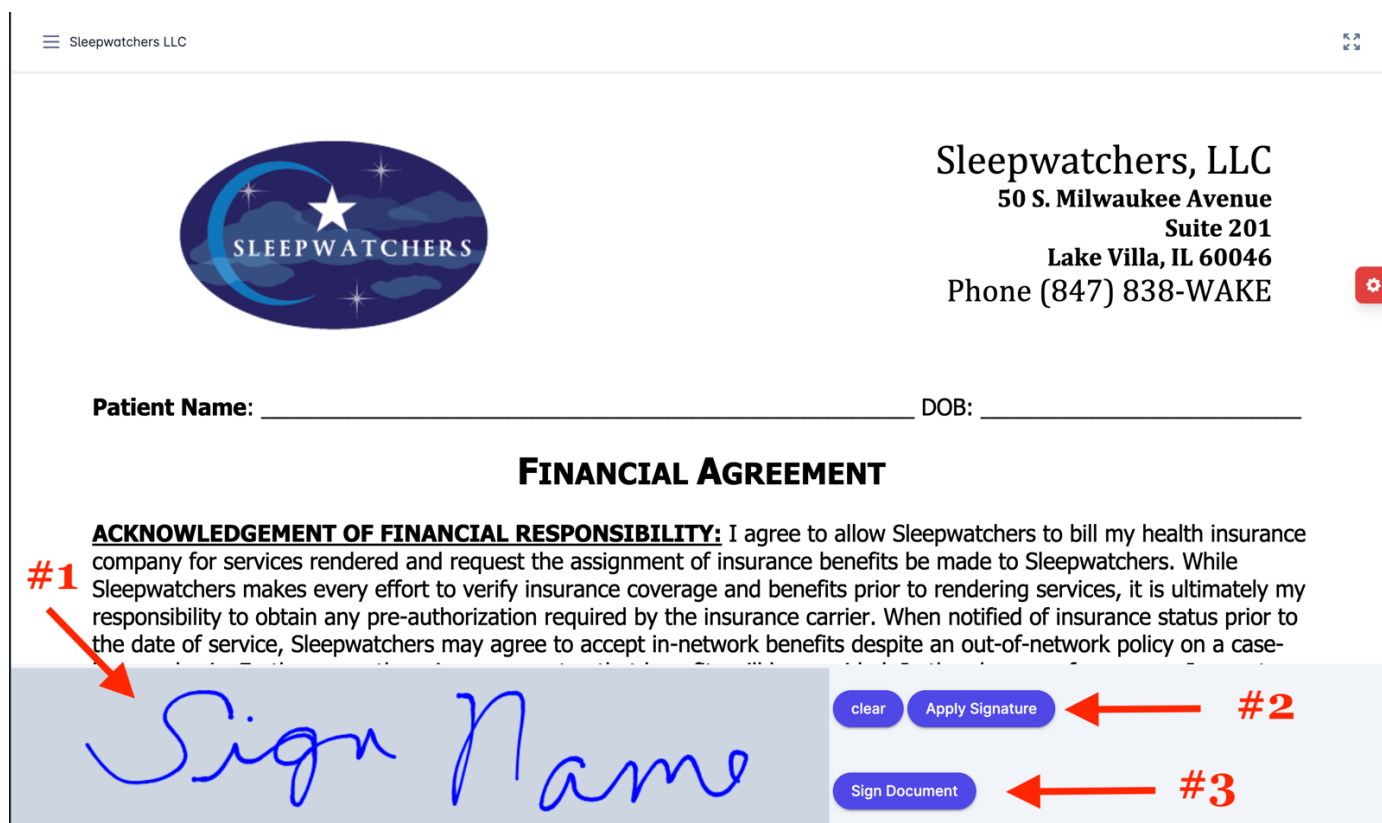

You should read through the document, then sign your name in the box below and then click APPLY SIGNATURE. Once signed, you will also have to click SUBMIT. Then, you will be taken back to your list of DOCUMENTS to be signed. Please be sure to sign ALL documents in this list or we will be unable to schedule you for services.

3) **COMPLETING MEDICAL HISTORY**: For NEW patients or EXISTING patients who have not been seen in over a year, we will need a Medical History completed and/or updated. At the TOP-LEFT of the Patient Portal, you will see a hamburger icon:

Please click the icon to open a menu of options. From this list, you will choose MEDICAL RECORDS and then click on MEDICAL HISTORY.
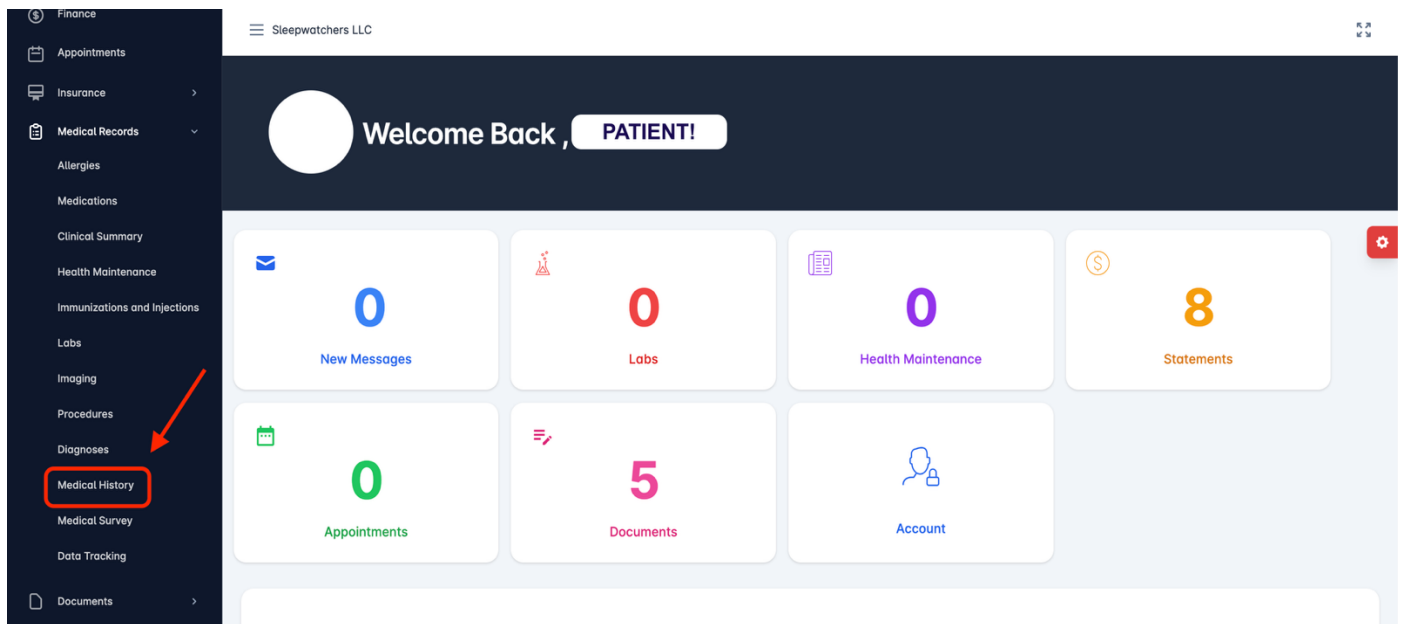
You will need to answer each question as indicated (i.e. YES / NO and add explanations as necessary. Then, click SAVE & NEXT until all sections are completed.

4) **UPLOADING DOCUMENTS & PICTURES**: Please use the following link to send us documents including State IDs, Insurance Cards, Prescriptions, Sleep Study Results, or other documents: https://tinyurl.com/SW-Upload-Here

Once you have signed all DOCUMENTS, completed the MEDICAL HISTORY section, and sent us your INSURANCE CARDS & ID, you are all done! Thank you for your patience while we gather the necessary information to begin helping you sleep and feel better!

Sleep well…
The Staff at Sleepwatchers