

Accessing our Patient Portal

First Time Users: if this is your first login, you will need to create an account by clicking on this: *Don't have a username for your account? [Create one now.](#)* Here you will enter your last name and the security code given to you at the time you scheduled your appointment. Create your username and password and save it for future logins.

Returning users: Simply click on the Patient Login button and enter your username and password.

Password Change

To change your password, log in to the portal and at the bottom of the main screen, click "Change Password". Enter your current password, your new password, confirm your new password and click

Forgotten Username

Please call our office and we can provide the username you chose upon your initial login after verifying your identity.

Forgotten Password

Please call our office so we can assist you after verifying your identity.

Logging out of the Portal

Click on the Log out button located to the far right on the top menu bar

Medical History Information

For new patients and those who have not been seen in our office for a number of years, we will request that you access the patient portal, and choose **FORMS** from the menu bar. The Dermatology Online History Form is listed, click on **FILL OUT FORM**. This will open a form in which you can enter the requested information from the comfort of your home where you are more likely to have the information easily at hand. No need to complete the form in one sitting, you have the option to click on **SAVE AND RESUME LATER** for your convenience. Once the form is complete, click on the **SUBMIT** button on the final page and the form will be in your electronic record when you arrive for your visit. Please remember you must click on **SUBMIT**.

Request Clinical Summary

This is an overview of your visit to our office, indicating your allergies, medications, problems, procedures, laboratory and pathology results, and other information relevant to your visit. Most clinical summaries are posted the same day as your visit. In the portal, click on the Clinical Summary tab on the top menu bar. You will see a list of all of your Clinical Summaries by date. Next to each item, you will choose the "View PDF" to view, print, or download your Clinical Summary.

Accessing Laboratory/Pathology Results

Most can be viewed, exceptions are based on the manner in which the document entered your electronic record (manually or electronically depending on source lab.)

Sending Electronic Messages to Leone Dermatology Center Staff

In the portal, click on the Messages tab on the top menu bar. Click the Send Office New Message button, enter a subject and then the details of your message. Click send and the message will be sent to our staff.

Receiving an Electronic Message Response from Leone Dermatology Staff

Click on the Messages tab on the menu bar. Click the message thread you want to view, review the message, enter Reply at Reply To This Thread on the bottom of the screen. When finished, click Reply or Cancel as desired.