



GWINNETT CLINIC

Patient Portal Navigation Guide

Link to log-in: <https://patientportal.emedpractice.com/patientlogin.aspx>

This guide will help you navigate your patient portal! Below is the menu you can find when you first log-in:

Menu
Personal Details
Contacts
Medications
Assessments
Allergies
Labs And Radiology
Amendments
SecureMessaging
Add Agent
Clinical Document
Health Maintenance
Documents
Referrals
Reset Password

For detailed information on each tab, please see below:

Personal Details

All of your demographic information will be shown on this tab including:

- | | | |
|---|--|--|
| <input type="radio"/> First name | <input type="radio"/> (Emergency) contact phone number | <input type="radio"/> Marital Status |
| <input type="radio"/> Last name | <input type="radio"/> (Emergency) contact phone number 2 | <input type="radio"/> Date of Birth |
| <input type="radio"/> Middle name | <input type="radio"/> Work phone | <input type="radio"/> Preferred Language |
| <input type="radio"/> Gender | <input type="radio"/> Email | <input type="radio"/> Ethnicity |
| <input type="radio"/> Address (City, State, Zip Code) | <input type="radio"/> SSN | <input type="radio"/> Race |
| | | <input type="radio"/> Preferred contact |
| | | <input type="radio"/> Referral Physician |

If you would like to make changes or update this list, click the **Amendments** tab to submit a request or call your Gwinnett Clinic office.

Contacts

You can add emergency contacts using this tab. Be sure to click “Save” once you input the information. To add additional contacts, click “Click here to add contact” at the top.

Medications

On this tab, you will find your active medications. If you would like to request a refill, click “Refill Request”. Once you fill out the required information, click “Send Refill Request” to complete the request. Please note, you will need to have your pharmacy in the system to complete this request.

If you do not see the “Refill Request” option for your medication, it may have been prescribed by an outside doctor. Call your Gwinnett Clinic office today to set up an appointment!

If you would like to make changes or update this list, click the **Amendments** tab to submit a request or call your Gwinnett Clinic office.



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Assessments

You can view your active problem list here. Additionally, you can find helpful educational materials.

If you would like to make changes or update this list, click the **Amendments** tab to submit a request or call your Gwinnett Clinic office.

Allergies

Your list of allergies will appear on this tab. If you would like to make changes or update this list, click the **Amendments** tab to submit a request or call your Gwinnett Clinic office.

Labs And Radiology

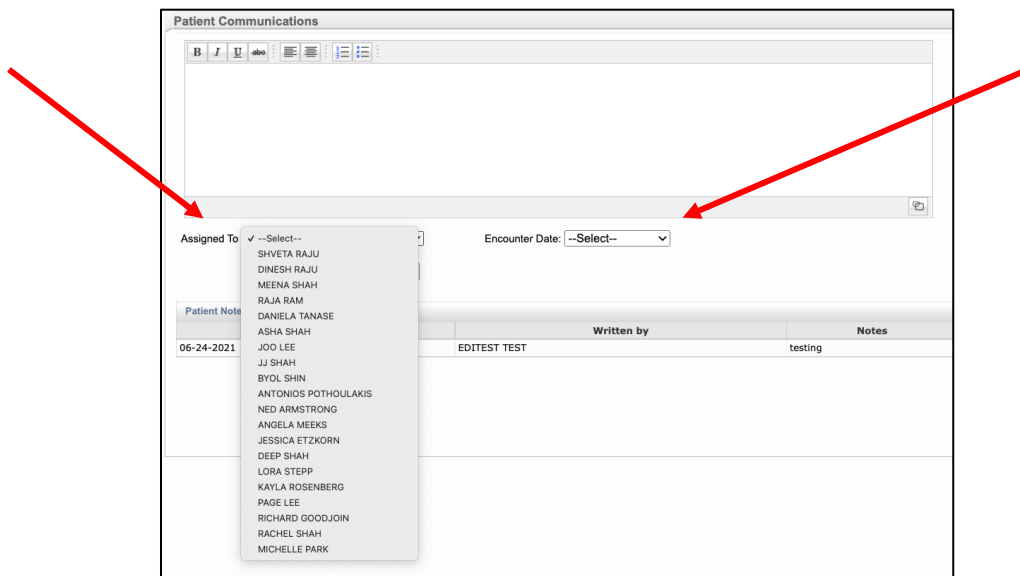
You will be able to view your labs and radiology test results by clicking “View Results” on the right-hand side. To print, click the print button in the upper right-hand side of the window.

Amendments

On this tab, you will be able to request changes to your information, including your appointments, insurance(s), medication, problems, allergies, labs, and vitals.

Secure Messaging

To communicate with your provider team, type your message in the box, select the provider team you’d like to send it to in the drop-down menu, and select an encounter date.



If this is a life-threatening emergency, call 911. Please allow up to 48 hours for a response. If you need to speak to someone the same-day, we recommend calling your Gwinnett Clinic office.

Add Agent

Share you patient portal access with a family member or friend! Be mindful of who you add as an agent because a lot of your personal medical information will be accessible to him / her.



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Health Maintenance

Documents

You will be able to upload any documents that you want to share with your healthcare team. You will also be able to view documents that your team shares with you. To view documents on this page, click the “View” link to the right of the document name. To print, right-click on the document in the pop-up window and select “Print”.

Referrals

On this tab, you will be able to view your referrals and authorizations.

Reset Password

Reset your password here! You can also update your email address.