

Kaysville Clinic Patient Portal Authorization Form

Patient Name: _____

Responsible Party Name: _____

Personal Email Address: _____

The Kaysville Clinic patient portal is offered to select patients as a way to enhance patient-physician communication. Users must be established patients of Kaysville Clinic. The portal uses HIPAA compliant encryption in an effort to achieve a high level of security. Communications occur within the portal and not by email. Email is used solely to notify the patient of a Portal message.

While we believe that data and communications are safe and secure, we cannot make this guarantee as unforeseen events can and do occur. Secure messages and information may only be viewed by someone who has knowledge of username and password to log into the portal. Please do not share passwords with other people. If you believe someone has learned your password you should promptly go to the patient portal and change it. In order for the portal to function properly, we must have a correct email address and only authorized individuals should be given access to the portal. If your email address changes at any time you should notify us immediately. Once logged in you will have access to your records only.

By accessing the patient portal you will be able to:

- Use the message function to communicate with our staff
- Schedule, confirm, cancel or reschedule an appointment
- Obtain laboratory and diagnostic results
- View medication lists and request refills
- View or print health summary information
- Request staff to update information
- Address billing issues
- Obtain email reminders of upcoming appointments

Limitations:

- Do not use the portal for emergent or urgent conditions
- Avoid highly sensitive subject matter
- Prescription refills or medication requests may be considered only if previously prescribed
- Allow at least 2 business days for our staff to respond.

Once this form is agreed to and signed, you will receive a username and password via your personal email account. A link to our portal is provided on our website, www.Kaysvilleclinic.com. Once logged into the portal, you should go to "My Account" where you can change your username and password if so desired.

We understand the importance of privacy with regard to your personal and medical information and will work to protect that privacy. Access to the patient portal is optional and Kaysville Clinic reserves the right to cancel access to the patient portal for any patient who abuses the portal or consistently violates this agreement. As a user of the patient portal and by signing this form you agree to:

- Not transmit any electronic information that violates the rights or privacy of any party
- Not use the portal in any way that would violate local, state or federal laws
- Not transmit material that is obscene, defamatory, abusive, slanderous or otherwise likely to harm others
- Intentionally distribute viruses or take any action that could compromise the security of our computer system

Patient/Guardian Acknowledgement:

Signature: _____ Date: _____