DATATEC
POWERSOFTMD

NewCrop Patient Portal

_____

Basics Info:
The NewCrop Patient portal feature is designed to support the requirements for Meaningful Use Stage 2. PowerSoftMD supports uploading CCDA documents to the patient portal either manually or automatically when you sign SOAP Notes, based on options you can set. Currently, the portal is Not Designed for you to upload any other type of file or document for the patients.

While accessing the patient portal, patients may send you a message by replying after opening their CCDA document. You can view these messages by using the Primary Menu, "**Portals**" button, then selecting "**Secure Messages from Patient Portals & Doctors**" button. Note, your PowerSoftMD User ID has to have security set to allow you to use this button.

When you receive messages from patients the system will let you automatically create a message center entry for the patient to follow up. You need to follow up with the patient the normal way you would follow up for any other type of patient communication. Remember you can find out the patients preferred method of communication from their MU Demographics Window.

Setting up a Patient's Portal:
From the Schedule:
- Click on the Patient, then click the "Print" button
- Click the "Patient Portal Information" button

From a SOAP Note:
- Click the "MU Central" toolbar option, then select "Patient's Portal UserID Definition"

From the Primary Menu:
- Click the EMR drop-down button, then "MU Portal UserIDs"
- Select the patient

On the Patient's Portal Definition Screen:
__1. Enter the patient's email, and then click "**Print Patient Info**"
__2. Give the portal information to the patient.
__3. Click the red "**Add User to Portal**" button.
__4. When the patient receives an email from noreply@mail.newcroprxtech.com
they will need to click the activation link and supply their password

****WARNING: MAKE SURE TO ENTER THE PATIENT'S EMAIL CORRECTLY****

Continued………………..

NewCrop Patient Portal

_____

Uploading Patient CCDA's (Clinical Summaries):
You may set an option so that when you sign a SOAP Note, the system automatically generates a CCDA and uploads it to the patient's Portal. Remember Meaningful Use requires you to perform this within one business day to meet their criteria (refer to your CMS Meaningful Use documentation for the latest requirements).

Practice Website:
On your Office Website, you should set up a link to the Patient Portal. The link needs to refer to: https://secure.newcropaccounts.com/patientportal   The company that maintains your website needs to do this.

Training Documents:
http://www.powersoftmd.com/technote/Stage2/SecureMessage.pdf

http://www.powersoftmd.com/technote/Stage2/ClinicalSummaries.pdf