

HealthConnections Basics

To Log in to MyConnections

From any web browser visit: www.healthconnections.org

- In the upper right-hand corner, click on “myConnections Login”
- Enter your username and password
 - Don’t forget to bookmark the site for easy access
- Forgot password? Select “Need Help Signing In” to receive an email from noreply@okta.com to reset your password.

You’re now able to choose from the applications on the left-hand side.

To Add Consent

If your organization does not have electronic consent capture, follow these steps:

- Capture the patient’s signature on the provided consent form
- Log in to myConnections then select “Patient Lookup”
- Enter the patient’s last name and the date of birth, click “Submit”
- Confirm the patient you’re looking for by clicking on the correct name
- Click “Add Consent” and enter the preference that the patient selected then click “Back to List”. Once that is completed, the consent has been applied

To Look Up Patient

- Log in to myConnections and select “Patient Lookup”
- Enter the reason, patient’s last name and date of birth then click “Submit”
- Confirm the demographic of the patient you are looking for and select that patient

Viewing Patient Information

- The default settings allow you to view the previous 180 days of data. To see more data select “Show All Data”
- To modify your layout, click “Configure Layout”
- To see a document, click on it to view
 - To download information, click “Download Report” at the top
- You can also select several boxes, then go to the right and click “Download Summary to PDF”

For additional questions or navigation help contact us at: **315-671-2241 x5** or visit healthconnections.org
To view upcoming webinars and workshops, [click here](#)

