

PATIENT PORTAL INSTRUCTIONS

To access the patient portal: Go to our website oakstreetmedical.com and click the "Patient Portal" link.



Enter user name and password. Click Log in.





Along the top and left side of the screen are various options.

TO MAKE AN APPOINTMENT

Click the "My Appointments" link.



Click "Request":



Click New:



Fill in the form:

- Location (for internal medicine Oak Street Medical North Building)
- Physician
- Time frame
- Preferred day of the week
- Time of day
- Scheduling importance (Is it more important to have an appointment with first available physician, to have a certain day or time, etc.)
- Give a brief description of the reason for the visit



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Scheduled	2 Physician	Jacobson, Kirk	^			
Request	How soon?	This Month				
	Preferred Day(s)					
	🗌 Monday 🗌 Tuesday 🗹 W	ednesday 🗹 Thursday 🗌 Friday				
	Time ● No preference ○ Morning	O Afternoon				
	What is most important to you? Physician	Physician 🖌				
	Reason for visit (required)					
	Medication recheck and discuss	foot pain				
	IMPORTANT: Appointment requests should the nearest emergency room.	l be limited to non-emergency communication	s. In case of emergency, call 911 or go to			
			Submit Cancel			
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Click "Submit" located in the bottom right of the screen.

The following screen will pop up showing that the appointment has been requested.



You can see the response in "My Messages". If you wish to respond to the message to change time or date hit reply.

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Administrative Office Pocket New patient packets attached. Please be advised t	Hi Very Sage, I have scheduled you an appointment for Friday Januai	ry 27th at 9:30.	
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Administrative Office Former Physical Exam forms attached			
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You can also see any upcoming appointment by clicking on the "Scheduled" link.



TO REQUEST A LAB, CONTACT THE MEDICAL STAFF/PHYSICIAN, REQUEST A REFILL

Click on "My Messages":



Click New:



To request labs, a prescription refill or if you wish to contact your physician/care team choose "Ask a medical question":

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Physical Exam forms attached	I would like to Please choose
	ask a medical question
Administrative Office 11/16/2016	ask an insurance question
Physical Exam paperwork attached.	Anything else you w ask a general question
r	
Administrative Office 11/16/2016	Type your notes here
Physical exam packet attached.	
	Attach File Send Cancel
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Fill out the necessary information and click "Send":

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	Administrative Office 11/16/2016 Forms Physical Exam paperwork attached.	Anything else you would like us to know?	Change question type
	Administrative Office 11/16/2016 Forms Physical exam packet attached.	Type your notes here	
		Attach File	Send Contraction
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At the top you will see that the messa	ge has been sent successfully.	
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To see the response click "My Messages":

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