

PRACTICE  
PARTNER®

Web View®

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## Web View for Patients



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# PRACTICE PARTNER®

Web View®

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## How do I log on?

### To log on:

Once you have your user name and password, logging on is easy.

### New Patient Log on:

Go to the **Login** page.

In the **Username** box, type your user name.

In the **Password** box, type your password. All passwords display as asterisks (\*) when you type them in.

Click the **Login** button.

- *If this is your first time logging in the application requires you to enter a new password, type your new password in the **New Password** box and again in the **Re-enter New Password** box*

Click the **Login** button. The patient chart page opens.

### Existing Patient Logon:

Go to the **Login** page.

In the **Username** box, type your user name.

In the **Password** box, type your password. All passwords display as asterisks (\*) when you type them in.

Click the **Login** button. The patient chart page opens.

- *If you type in your **Login** incorrectly more than 5 times you will have to contact your provider to re-set it before you will be allowed into the system*

### To reset your password:

Depending on your provider's security set up you will receive a periodical reminder to re-set your password. You can re-set your own password by following the steps below:

Go to the **Login** page.

Select the **Change My Password** check box.

In the **New Password** box, type your new password.

In the **Re-enter New Password** box, type your new password again.

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### Notes:

If you are voluntarily changing your password (it has not been re-set by your administrator or expired) and you cancel out of the process you will go directly into the Web View system.

The system administrator restricts what may be used as a password. These settings include:

A minimum length for a password. The minimum may be from 6 to 16 characters

Prohibiting a new password matching a recently used password. This is set to prohibit matching to the last five passwords used

Requires a password to have at least one letter and one number

Requires a password to have at least one character that is not a letter or a number. This requires using at least one symbol such as @, &, or ^

- Prohibits a password from containing the user log on name

- Password is case sensitive

-The re-set password option is not allowed for providers. Contact your administrator to re-set your password and follow the instructions below.

### To reset your password if your provider or administrator has reset it for you:

If you contacted your provider to reset your password for you then follow the steps below.

### Go to the Login page:

In the **Username** box, type your user name.

In the **Password** box, type the password that was provided in your e-mail.

Click the **Login** button.

The application requires you to enter a new password, type your new password in the **New Password** box and again in the **Re-enter New Password** box.

Click the **Login** button. The patient chart page opens.

*\*You may use the **Cancel** button if you choose to abandon getting into Web View at this time and the login screen will appear. Repeat the above steps when you are ready to select a new password.*

### When I log on, what do I see (patient)?

When you log on, you will see a line containing four pieces of information about you:

- Name
- ID
- Age
- Sex

You will also see a navigation bar on the left side of the page that contains links to different features and information you can view online.

#### **Messaging:**

Allows you to view or send messages.

#### **Chart:**

Contains links to various sections of your patient chart. You can click a link to view additional information about problems, allergies, pregnancies, and more.

#### **Prescriptions:**

Includes links to lists of your current and historical prescriptions, and any related notes.

#### **Lab:**

Contains links you can use to access lab test results.

#### **Notes:**

Provides links you can use to view different types of notes that have been entered on your chart.

## How do I change to another section of the chart?

Changing from section to section in the online chart is easy. On the navigation bar on the left side of the page, click the section you want to view. The information will display in the center of the page.

The following chart sections are available:

- **Major Problems:**

Displays a list of major problems.

- **Other Problems:**

Displays a list of any other problems entered on the chart.

- **Allergies:**

Displays a list of patient allergies, such as allergies to medications or foods.

- **Vital Signs:**

Displays the most recent vital signs data, such as Height, Weight, Temperature, etc.

- **Overdue Health Maintenance:**

Displays a list of health maintenance procedures, such as a cholesterol test, that are overdue.

- **Health Maintenance:**

Displays a summary of health maintenance procedures.

- **Diagnoses:**

Displays a list of any diagnoses made by the provider.

- **Procedures:**

Displays a list of any procedures performed.

- **Risks:**

Displays a list of any risks identified by the provider.

- **Hospitalizations:**

Displays information about any hospitalizations or other inpatient stays.

### Messaging Overview

Web View contains a Patient Messaging section. This section displays messages for patients, providers, and consultants.



The Messaging screen also allows providers to send secure messages to patients via Web View. Once the message has been sent, a notification message will be sent to the patient via e-mail (to the e-mail address entered on the Patient screen) letting them know they have received a secure message from their health care provider. They can then log into Web View to view the message in their Inbox.

### From this section you can:

#### View your Inbox:

Clicking the **Inbox** link allows you to view the current list of messages in your Inbox folder.

#### Create a new message:

Clicking the **New Message** link allows you can send a new message to the patient and they can access their message via Web View. Once the new message has been sent, the message will be saved in the Patient Messages, Sent folder.

#### View sent messages:

Clicking the **Sent** link allows you to view the messages in your sent folder.

#### View archived messages:

Clicking the **Archived** link allows you to view the messages in your archived folder.

#### View deleted messages:

Clicking the **Deleted** link allows you to view the messages in your deleted folder. They remain in this folder until they are permanently deleted.

### Is viewing my chart information over the Internet safe?

Your provider highly values and respects the security and privacy of your personal information. This web site uses Secure Sockets Layer (SSL) technology to keep your medical and personal information secure. With SSL, no information sent is permanently stored on your system by your browser, and all data is encrypted during transmission.

The secure environment and the data encryption are indicated on your browser with the display of a lock or key on the browser's status bar, for example:



### Accessing your medical information online

#### Your access information-

To access your medical information, navigate to the Web page listed below and then enter your assigned user name and password.

<https://webview.mckesson.com/mtnviewpediatricswebview/>

Username: \_\_\_\_\_

Password: \_\_\_\_\_