## Loudon Pediatric Clinic, PC 616 Ward Ave. Loudon, TN 37774 (865) 458-5666

## **Portal Information**

Web Address: www.loudonpediatricclinic.com

Choose Patient Portal in the upper right hand side

Type in your email where instructed, then put the temporary password that we gave you. The email must match what we have in our system.

TEMPORARY PASSWORD: (A temporary password will be given at your first visit)

You will then be asked a password reminder question and it will then take you directly into the portal.

After login complete you will be able to view the following by choosing a tab.

<u>First tab</u>: Family, which shows each child you will have access to and here where you click on the child's name that you would like to look at his/her information.

<u>Second tab</u>: My Account, where you can see billing and statements, contact and personal information, portal account, and any notifications. In the near future you will be able to pay your account balances online.

<u>Third tab</u>: Patient Information, here you will be able to see several options listed on the left hand side that you now have access to such as allergies, forms, growth chart, immunizations, links and handouts, patient information, prescriptions, problem list, and visit history.

<u>Fourth tab</u>: Appointment and Request, here you can request appointments for future dates but not for same day if needed. You can also request prescription refills for active medications but not for new medication. You will still need to contact our nurse for that.

<u>Fifth tab</u>: Messages, this is a way to communicate for non-urgent requests or questions only. Please call the office if you require an immediate response. If you do not receive a response within 2 business days, please call the office. A staff member will receive your request and will either send you a message or contact you by phone if you would like.

If you have any questions or you forget your password, you can call our office and we can re-set your password and give a temporary one to get into your account to choose another one. (865) 458-5666