Northern Arizona
Dermatology
C E N T E R

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Patient Guide to Patient Portal

1. Type in the URL listed below into a Mozilla Firefox browser and hit enter. <u>DO NOT</u> type www or https in front of the URL.   (If you do not currently have Mozilla on your computer, you can download it by going to google.com and searching Mozilla Firefox and download it for free. <u>DO NOT</u> use any other browser)

   naznew.ema.md

2. Login with the username and password listed below.

   Username: <u>   last name first name   </u> **(All lowercase no space)**
   Password: <u>   First 3 letters of your last name last 4 digits of your social security number </u> **(First letter Capital, 2nd & 3rd letter lowercase, then #'s no space)**

   This will bring you to a page where you are able to view and edit or add information prior to your appointment. You will see a list of tabs on the left side of the page.

• The **Contact Information** and **Insurance** tabs are for you to review and verify the information. You may contact your doctor's office directly to make any changes.

• The **Pharmacy** tab allows you to enter your pharmacy information so that your doctor can electronically send your prescriptions.
   1. Click on the Add Sure scripts Pharmacy tab.
   2. You can search for pharmacies by filling in as much information as you can. I recommend entering the pharmacy name, state and city. Once you click on search, a list of pharmacies will appear. If you don't see your pharmacy populate, try to search by state and city only. (Remember that your pharmacy has to be a Sure scripts pharmacy, so you may not be able to find a local independent pharmacy.)
   3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
   4. Verify the name, address and phone number of the pharmacy. Click on the "next" button. If you have selected the wrong pharmacy, click on the remove button in blue, and start your search over.

• The **Past Medical History** tab allows you to enter your medical history and surgical history.
   1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click in the box next to "other" and type the condition in the box.
   2. If you have selected something by mistake, click on the box again and the check mark will disappear.
   3. Scroll down to enter your surgery history the same way.
   4. If you have no medical conditions and/or previous surgeries, please click the box next to none.
   5. Once you are finished, scroll to bottom of the screen and select "Save and Continue".

- The **Skin Disease History** tab allows you to enter any previous skin problems.
  1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the "other" box and type in your condition.
  2. If you have no previous skin problems, please select none.
  3. Scroll down to answer more questions regarding your skin cancer history.
  4. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

- The **Medications** tab allows you to enter all of your current medications. (Most over- the-counter medications should populate as well)
  1. Click on the blank field next to drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text "add with unspecified dispensable." You will then see your medication listed below. You can add as many medications as you like.
  2. If you cannot find the correct medication, you can always click in the box next to "other" and type in your medication.
  3. If you are not currently taking any medications, click on the "mark no medications" tab at the top of the page.
  4. If you have selected a medication in error, simply click on the blue delete button to the right of the medication you want to delete.
  5. You may add additional information into the blank fields next to each medication (frequency, date started), but you do not have to.
  6. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

- The **Allergies** tab allows you to enter any known drug allergies.
  1. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
  2. As always, there is an "other" box for you to type in any allergy that you cannot find.
  3. If you have no known drug allergies, click on the "mark no known allergies" tab at the top of the page.
  4. You may select the type of reaction you experienced with that allergy, but you do not have to.
  5. As with medications, if you select an allergy in error, click on the blue delete button to the right of the allergy you wish to delete.
  6. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

- The **Social History** tab allows you to document drug, alcohol and smoking history.
  1. Click on the box that applies to you. If none apply, select none.
  2. Scroll down to select your smoking status. Click on the box under "smoking status" and a drop down box will appear. Click on the statement that applies to you.
  3. Once you are finished, scroll to the bottom of the screen and select "Save and Continue".

- The **Problem List** tab allows you to view any condition your doctor has diagnosed you as having and the date you were given that diagnosis.
You are not able to change any information in this tab.

- The **Tests and Results** tab allows you to view any test or lab that was performed or ordered for you. You can also see the results of those tests or labs if they have come back. For example, all biopsies and blood work should be here for you to view.
You are not able to change any information in this tab.