

## INSTRUCTIONS FOR CREATING, ACTIVATING AND USING PATIENT PORTAL

### TO CREATE AN ACCOUNT:

1. <https://patientportal.somc.org>
2. Click "Not a member? Join now"
3. Click "No Activation Code"
4. You will be prompted to complete the
5. Click "Confirm"
6. Confirmation of your identity will be verified by SOMC.
7. Your personal activation code will be sent to your e-mail listed on your form.
8. Make a note of your activation code as you will be using it later on to access your information.
9. <https://patientportal.somc.org> (to complete registration)
10. Click "not a member? Join now"
11. Enter the activation code and the last four digits of your social security number (activation code supplied to you by e-mail) to activate your Patient Portal Account.
12. You will then be instructed to enter personal identification information.
13. Click "Confirm Registration"
14. You will be required to agree to the terms and conditions and privacy policy for the SOMC Patient Portal.
15. The registration is now complete.

### TO ACCESS PATIENT PORTAL

1. <https://patientportal.somc.org>
2. Enter e-mail
3. Enter your password
4. Click Tab "Medical Records"
5. Click Tab "Test Results"
6. Your results be displayed starting with most recent results or by using "Filter" you can view results by date or specific test.

### ADDITIONAL QUESTIONS

1. Contact the SOMC Patient Portal Technical Support Hotline at 740-356-2727 or e-mail [SOMCPatientPortal@SOMC.org](mailto:SOMCPatientPortal@SOMC.org). between 8 a.m. and 3:30 p.m., Monday thru Friday. We are closed on legal holidays. Your voice mail and/or e-mail will be returned promptly the next business day if received after hours. During hours of operation, your call will be returned in order received.
2. EACH PATIENT MUST HAVE THEIR OWN E-MAIL ADDRESS.