

How to set up your Live Oak Ophthalmology Patient Portal account User ID & password and communicate with our office through the Portal:

Step 1: Create your username and password (or log in if you have already done so):

- Visit our website: www.LiveOakEye.com
- Click the [Patient Portal-Sign Up](#) link on our Home Page. (You will also find the link on our "Patient Portal & Forms" and "Contacts" pages.) A new page will open.
- Enter your last name and security code in the form and follow instructions to create your User ID and password.
- **Record your User ID and password in a safe place.** We will not be able to access it for you if you forget.
- If you have already created a User ID and password, log in using the [Patient Portal-Log In](#) link on our website.

Step 2: Provide your Medical History (If this is the first visit to our clinic since July 17, 2014. If you have visited our office on or after July 17, 2014, skip Step 2 and move on to Step 3.)

Very Important - Before you start this step: Do not exit the form without saving your work. You will lose all information entered if you do not save it. If you complete part of the form and need to return later, click [Save and Resume Later](#). You will be able to log in again and finish your form. When you are finished completing the form, click [Continue to Final Step](#), then click [Submit](#) to finalize your form.

- Click the [Forms](#) link then click [Complete This Form](#). (If you are resuming your form, click [Continue This Form](#).)
- Enter information in the boxes provided for Medications (Drug, Dosage, and Prescribing Doctor) and use the pull-down menu to indicate any bad reaction to each medicine.
- Scroll down and enter information in the boxes provided for drug Allergies. If you have no allergies, type "none" in the first box.
- Scroll down and click [Next](#) to go to page 2.
- Use the check-lists, Pull-down menus, and boxes to enter your Past Ocular History, Past Ocular Surgeries, General Medical History, Past Surgeries, Family History, Smoking History, and vision-related activity.
- **Remember to click [Save and Resume Later](#) or [Continue to Final Step](#) to avoid losing your work.** See "Very Important" above.

Step 3: Review your Clinical Summary (After your visit to our clinic on or after July 17, 2014)

- Click on the [Clinical Summaries](#) link and you will see the summary for your most recent visit.
- You can click on the [View PDF](#) hyper-link to view the summary of your visit.*

Step 4: Send us a message to let us know you have reviewed your summary:

- Click on the [Messages](#) link and then click on the [Send the Office a New Message](#) button.
- Type "Reviewed" in the subject line, and "I have viewed my clinical summary" in the New Message area.
- Click [Send](#).

Thank You!!

* You will need Adobe Acrobat Reader* (a free software) installed on your computer in order to open and view the pdf summary. If you do not have Adobe Acrobat Reader, visit <http://get.adobe.com/reader/> to download the free software.