



Dear Parent:

Welcome to 1CP Place! Our mission is to help you help your child live their very best life now and in the future.

The Patient Portal – our secure online registration

In order to make the most of your visit, we are providing you with secure access to your child’s electronic health record through our patient portal. This will allow you to verify your account information and also provide us with important information about your child’s medical history in advance of the appointment. Please review all of the following instructions before creating your account.

NOTE: YOUR FILLING THIS INFORMATION OUT IN ADVANCE WILL REDUCE THE AMOUNT OF TIME SPENT TO CORRECT ANY MISTAKES AND ALSO ALLOW US TO SPEND MORE TIME AT THE VISIT EVALUATING AND EXAMINING YOUR CHILD, TALKING WITH YOU ABOUT YOUR CONCERNS AND ANSWERING YOUR QUESTIONS

If you have already been registered in our system by calling the office, you will receive an email with the link:

<http://www.yourhealthfile.com>.

Please click on the link above and when the webpage comes up click on “Activate your account here” to create a username and password. You should do this only once, so you should write down and keep your username/password in a safe place. Afterwards, you may log on to the patient portal at your convenience to review your child’s account information and to make sure everything is correct.

IMPORTANT: If your child already has a record in our system with his or her name and the insurance information, please DO NOT create a new account. Instead, review the data that is there and correct if necessary or let us know if it is incorrect.

After creating **your** account (username/password), please be sure to select “No, I’m scheduling on behalf of the patient”, so the system knows you are a proxy for your child and not the actual patient.



The page after “Register a Patient” is asking for *YOUR* name, not the name of your child (the patient).

Prior to your appointment, please go to the **Medical Records tab** and then click on the different sub-tabs to fill out the following:

Allergies: click on the **+Add Allergy** link to add any medication allergies or other allergies that your child has.

Immunizations: please click on the +Add Immunization link in blue to list your child’s vaccinations.

Medical History: click on the **+Add History**. Click on the grey Medical History tab and then the blue +Add History Link on the page to list all of your child’s current diagnoses/ chronic medical

conditions. Do the same for the Family History (please include the child's parents and grandparents at a minimum, but also any other distant family members- especially if there is a history of cerebral palsy, motor disorder, walking difficulty in children or young adults, epilepsy, mitochondrial disease or other neurological disease). Click on the Surgical History tab and list your child's surgical procedures.

Medication list: please add all of your child's medications. Click on the [+Add Medication link](#)

Social History: If your child is age 13 years or older, please complete the social history form. At a minimum, answer the question regarding smoking- cigarettes.

Note: this is asking whether your child smokes (not parent history).

There are also flow sheets that you will have access to once Dr. Jan authorizes this (e.g. to chart weight bearing and stretching activities). This information will go directly into your child's chart.

Direct Messaging: through the patient portal access, you can send a message to Dr. Jan and the team with questions or information directly relevant to your child's care. These messages automatically go into your child's electronic medical record.

Please let us know if you have any questions. We are here to help you.

Sincerely,

The Team at 1 CP Place

Helping children with cerebral palsy live their very best lives now and in the future.