

ACCESSING YOUR MEDICAL INFORMATION ONLINE

Patient Web Portal Registration

Before you begin, make sure you have notified the office of your email address as that will be your user name to enter your web portal after registration.

From your browser, go to: www.myeyecarerecords.com

A popup box will appear to Log In. However, if you have not logged in before, you do not have a User name or a Password. You will note on the bottom of the popup box the following statement:

If you have not registered, **Click Here.** Please click here to register.

Completing your Registration Form

To begin, you must fill in all areas of the registration form

Enter your SS # and/or your insurance ID#

If no insurance, you **must** notify the office of your SS# to access the portal

You will be asked to fill in your email address – make sure the office has this information

Your initial Password is **1234**

You will be asked to create a new personal password.

When registration is completed, click the [submit registration] button

A popup box will appear stating “Successfully Registered”

Click the OK to be taken back to the Log In box

If Notified that Registration Not Accepted

Please double check your registration information and try again.

Your doctor may have not released your records. It may take up to 48 hours after your visit for your records to be available on this site.

If problem continues, please call our office during business hours for assistance at 301-860-1090

Log In

Log in your User Name using the **email address** that you noted on your registration form

Use new personal password

Click on [Log In] button

Click on the “View Document” link to bring up a popup window with the visit

From this screen, you can view the Continuity of Care Document (CCD), as well as

Download it to your computer

Log Out When Done