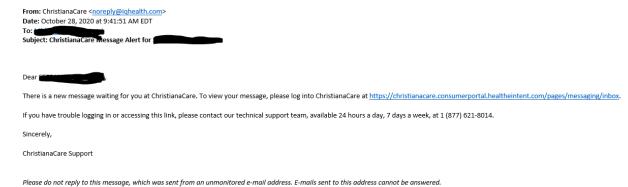


## How to Complete a Patient Portal Clipboard:

A Patient Portal Clipboard is a form that can be completed and submitted electronically.

1. You will receive an email from ChristianaCare as shown below:



2. Click on the link from the email to log-in to the Patient Portal. There you will find a message showing that you have a form to complete, in this case, the Adult Proxy Authorization form, as well as a "Clipboard" in orange text as shown below. Click on the orange text to open the Clipboard to be completed:

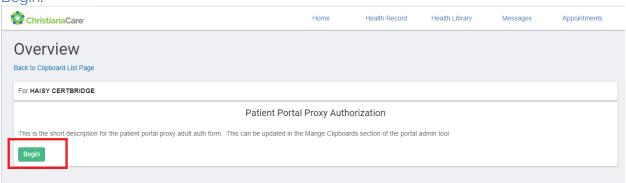


On the Clipboard page that opens, select "Take Now" to fill out the Clipboard:





4. Read the text on the Overview page for the form you are going to fill out and click Begin:



5. Complete each field of the Clipboard form:

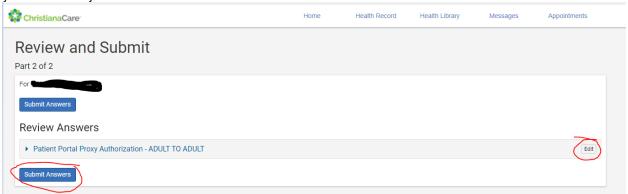


6. At the end of the form, review the detailed information and enter your full name in the space provided then, click on "Next":

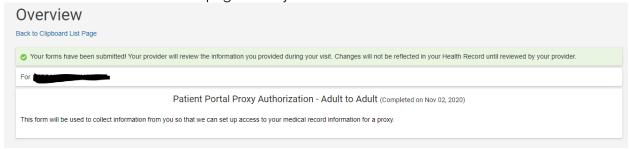
I agree to allow the above named person to have access to my online medical record information through the ChristianaCare Patient Portal, including information about future medical care and treatment. I understand that I may revoke this access at any time by either: • Emailing MyHealth@Christianacare.org or • Sending a message from the patient portal to Patient Portal Help. I understand that removal of Patient Portal access for my proxy may take up to 72 hours to process. I understand the Patient Portal does not contain the complete medical record. To obtain a complete copy of my medical record, I will need to request a copy through the ChristianaCare HIMS Department (detailed instructions available here: https://christianacare.org/patients/medical-records/).
* By entering my full name below, I acknowledge the above statement and approve proxy access.
<pre>Previous</pre>



7. On the next screen, you can go back and Edit the form or click on Submit Answers if you are ready to submit the form:



8. You will see a confirmation page once your submission is sent:



9. Once your Clipboard is submitted, the ChristianaCare staff who sent the Clipboard to you will receive an automatic alert that you have returned the Clipboard.

Thank you for the LOVE of HEALTH!