

Elizabeth A. Liotta, M.D., Dermatology
Guide to the Patient Portal

1. Access our Patient Portal. You can access our Patient Portal 2 ways:

- a. Go to our website home page and click on button for the patient portal
- b. Go directly to **LiottaDerm.ema.md** (do NOT put www. first!!)

NOTE: The portal works best when using the Mozilla Firefox browser, you can download it for free at www.mozilla.org.

2. Create your Portal Account and Log-in:

a. IF YOU PROVIDED US WITH YOUR EMAIL ADDRESS:

USERNAME: You will receive a welcome email and your Username will be your email address

PASSWORD: Your initial Password is your date of birth, entered as follows:

Month (1 or 2 digits) / Day (1 or 2 digits) / Year (2 digits)

Examples: December 31, 1965 = 12/31/65

January 1, 2001 = 1/1/01

June 30, 2015 = 6/30/15

b. IF YOU DID NOT PROVIDE US WITH YOUR EMAIL ADDRESS:

USERNAME: _____

PASSWORD: _____

c. On your first Login you will be prompted to change your password

d. If you need help or lose or forget your password, call us at 301-668-3004, press Option 1.

3. This will bring you to a page with a list of tabs on the left hand side where you can review and edit your information. The tabs and their uses are:

a. **Contact Information: view information: CALL US TO MAKE ANY CHANGES!**

b. **Insurance: view information: CALL US TO MAKE ANY CHANGES!**

c. **Pharmacy:** select your preferred pharmacy (add or change the pharmacy as follows):

1) Click "Pharmacy Search" button: Search for your pharmacy by filling in as much info as you can.

NOTE: Phone #'s don't always match up, make sure you have the correct address

2) Once you found your pharmacy, click the name in blue. To remove a pharmacy, click "Remove" link.

3) Do not choose "Add Manual Pharmacy" We're not able to send prescriptions to Manual Pharmacies

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- d. **Past Medical History:** you can update any past medical conditions or surgeries you may have had. After making any changes, click “Save” or “Save and Continue” at the bottom of the page.
- e. **Skin Disease History:** you can update any skin diseases you may have had in the past. After making any changes, click “Save” or “Save and Continue” at the bottom of the page.
- f. **Medications:** you can update your medications:
- 1) If you aren’t taking any medications, you can click the “Mark No Medications” button at the top of the screen. If you need to add a medication later, click the button again to unmark.
 - 2) To add a medication start typing in the field next to “Drug Name”. This will populate a list of medications. To select one, click the name in blue and if you know the dosage, select it on the right. If you don’t know the dosage, you can click the link that says “add [drug] with unspecified dispensable”.
 - 3) If you can’t find your medication, you can always add it in the box under “Other Medications”.
 - 4) When finished click “Save” or “Save and Continue” at the bottom of the page.
- g. **Allergies:** you can update any drug allergies:
- 1) If you don’t have any drug allergies, click the “Mark No Known Allergies” button. If you need to change this, click the button again to unmark.
 - 2) To add an allergy, start typing in the field next to “Allergy”. As you type, allergens will auto-populate so you can click to correct one.
 - 3) If you can’t find an allergy, you can list it in the box under “Other Allergies”. iv. To delete an allergy, click the blue “delete” link to the right of the allergy you wish to delete.
 - 4) You can enter your reaction to the allergen but it’s not required.
- h. **Social History:** you can update any information you feel is relevant.
- i. **Problem List:** you can view a list of all your current and past diagnoses.
- j. **Tests and Results:** you can view a list of any labs that were ordered for you through the EMR.
- k. **Records and Documents:** you can view patient education handouts from each visit. You can also view a continuity of care record that updates after each visit.

Special Note – Patient Authorized Representative: If you wish to delegate authority to access your Patient Portal information to a Family Member, Friend, or other Authorized Representative, you may do so by filling out and signing our **AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS AND INFORMATION**