

Minor & Legal Guardian Registration for KAP Patient Portal

This registration does not require a PIN

Follow these steps to register for the practice using the Patient Portal.

- 1 Click [here](#) to navigate to Patient Portal URL, or go to [https:// login.intelichart.com/portal](https://login.intelichart.com/portal) and select "Let's Get Started".
- 2 Enter **your (the parent/guardian's)** email address, create a password, and click **Continue**.
- 3 Enter **your (the parent/guardian's)** birthday. You'll be prompted to enter your child's information in a little bit.
- 4 Select a security question, provide the answer, and select **I don't have a PIN** 
- 5 Enter **your (the parent/guardian's)** information.
- 6 Select the **I'd like to add a child** checkbox, agree to the Terms & Conditions, and click **Continue**.
- 7 Enter your child's information. If your child's address is the same as the one you entered for yourself, leave the address checkbox selected. If it is different, deselect the checkbox and enter the child's address.
! If you have another child/children that you'd like to register, click I'd like to add another child and enter their information. Repeat this until all children have been added.
- 8 Click **Create My Account**.

****If your child/children are not added during registration a pin will be required and can only be generated by a staff member****



After successful registration you can access the portal with the mobile app. Snapshot the QR with your mobile camera to download the app:



A staff member will review your registration to confirm & validate your child(s) info. Your child(s) account will be linked & active within 24hrs if everything is accurate
If you experience issues please call the clinic after 1:00pm for assistance: 972-787-0044

Welcome to the Patient Portal! Let's take a look around.

What you'll see on the homepage

Portal Account Toggles



****Some options may not be available****

These toggles drive whose info is displayed. Your button is first, followed by one for each child you've linked by PIN. Be sure to select the correct toggle when viewing patient info.

Suggestion Tiles



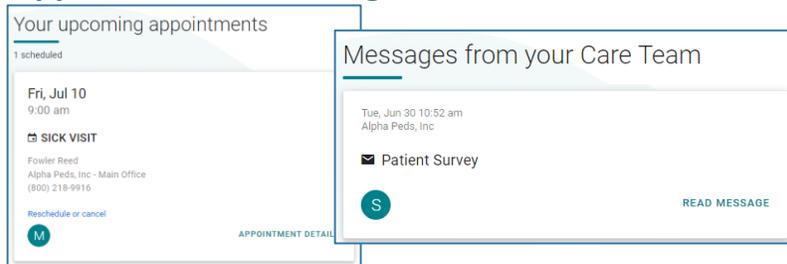
These tiles provide quick access to some of the most commonly used portal actions. When sending a message, be sure to send it **on behalf of the patient**.

Messages / Items that Need Attention



Shortcuts replace the Suggestion Tiles for new messages, such as when a Survey has to be completed, or when other items require attention, such as Lab Results.

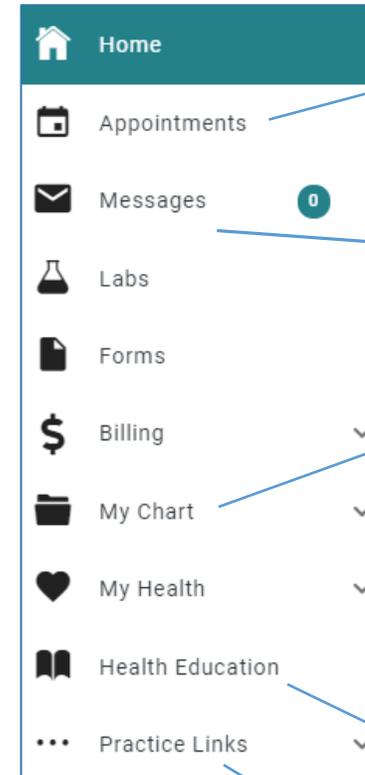
Upcoming Appointments / Messages from Your Care Team



These are displayed on the homepage below the greeting. Use the included links to access more information about the Appointment or Message.

Using the Navigation Panel

Use the Navigation Panel to access more info for the **selected portal account**.



Lists upcoming appointments and provides the option to schedule **live appointments for our flu & nurse clinic only**. **At this time there is no ability to request an appt or live doctor scheduling.**

Displays the patient's message inbox, sent items, and deleted messages. Also offers the option to **compose a new message**.

Expands to list the different chart sections made available by the practice. Here are some key points: -

- **Summary:** displays the entire chart at-a-glance and includes tabs to access the other available chart sections.

- **Documents:** provides the option to **request a document** from the practice and displays documents that have been shared by the practice for you to view. When you receive a message that you have a Document to Review, this is where you will go to review it.

Displays Patient Education handouts that have been shared with you by the practice.

Access to important KAP links: **Online Payment / Telehealth / Meet-The-Doc**

If you have any questions as you are navigating around your portal account, contact KAP 972-787-0044 or send a message through the portal.