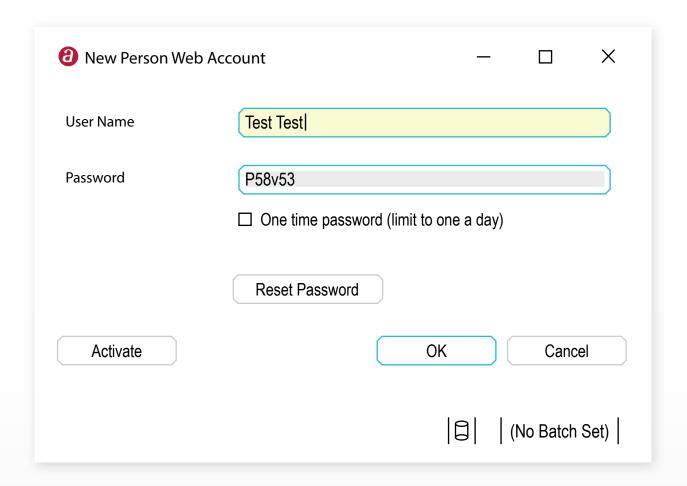


FACILITY PORTAL

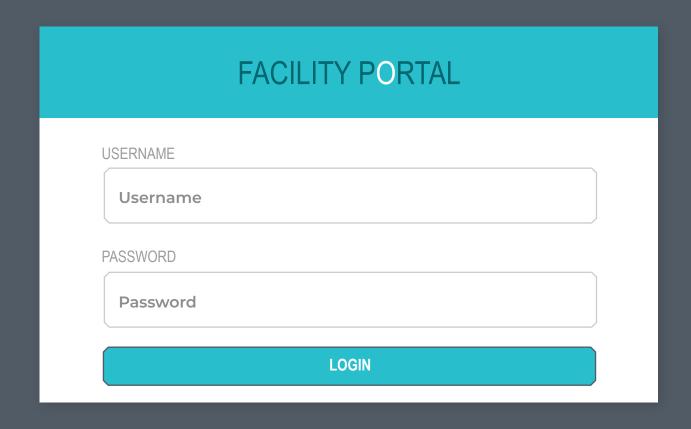
INSTRUCTIONS

You will be assigned a user name and temporary password.



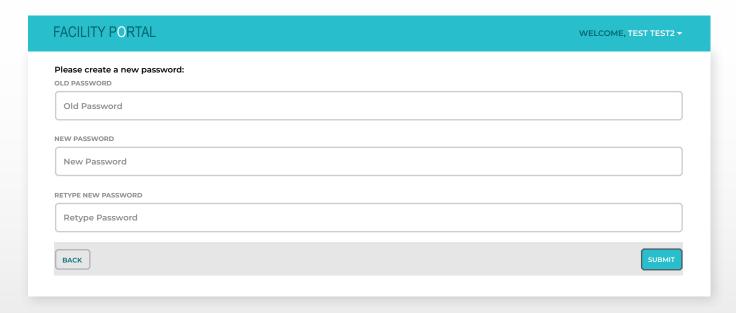
Click on link below to access the facility portal. Then enter your user name and temporary password.

https://apr-sb3.servicebus.windows.net/BC55FE30-12CF-488C-9F91-AF6E456C4EAA/facilityportal/13012/index.html

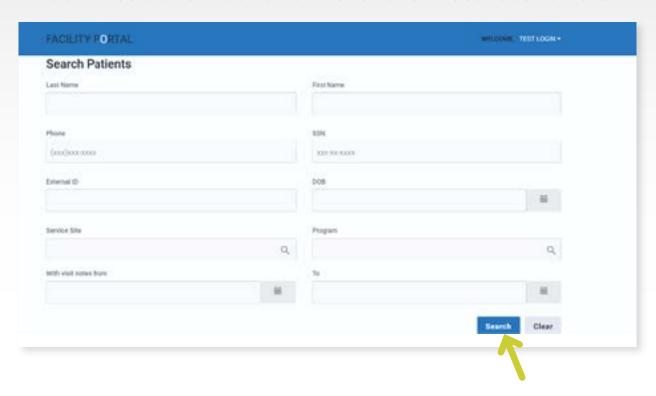


You will be prompted to create a new password.

Once your password is created, you will be prompted to re-enter your User Name and new Password.



Enter search criteria and click on the down arrow to download the wound forms for the most recent visit.



To download multiple dates for a patient, click on the View button at the bottom right of the window.



Then click on the Download Multiple tab to select the dates. Click on the download icon to generate the forms.

☐ AII	
2019-10-30	
2019-09-04	
2019-08-25	
2019-07-21	
2019-01-15	

If you have access to multiple sites, you can search for the facility name by clicking on the magnifying glass in the Service Site field and typing in the facility name then click on the name to select it. Select the site ending in 31 for In-Person visits or 02 for Telehealth.

