



# FACILITY PORTAL

## INSTRUCTIONS

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You will be assigned a user name  
and temporary password.

**a** New Person Web Account

User Name

Password

One time password (limit to one a day)

| (No Batch Set) |

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>

# FACILITY PORTAL

USERNAME

PASSWORD

LOGIN

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.

FACILITY PORTAL

WELCOME, TEST TEST2 ▾

**Please create a new password:**

OLD PASSWORD

NEW PASSWORD

RETYPE NEW PASSWORD

BACK

SUBMIT

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

**FACILITY PORTAL** WELCOME TEST LOGIN

### Search Patients

Last Name:

First Name:

Phone:

SSN:

External ID:

DOB:

Service Site:

Program:

With visit notes from:

To:

**Search** Clear

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

**FACILITY PORTAL** WELCOME, TEST TEST2

Q Back to Search Previous Note **Download Multiple** Next Note Notes

Wound MD  
(216)273-9800 Fax: 216-273-9998  
Visit Date: October 30, 2019  
Patient Name: Annie Daniel DOB: 07/13/1925  
Provider Name: Alvin May M.D.


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

- All
- 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.

### Search Patients

Last Name	First Name
<input type="text"/>	<input type="text"/>
Phone	SSN
<input type="text" value="(000)000-0000"/>	<input type="text" value="000-00-0000"/>
External ID	DOB
<input type="text"/>	<input type="text"/>
Service Site	Program
<input type="text"/>	<input type="text"/>



### Facility Service Site

Include Inactive Items

ID	Name	Notes
	TEST FACILITY - 02	
	TEST FACILITY - 31	
	TEST FACILITY - 32	
	TEST FACILITY - 33	