



PATIENT PORTAL REGISTRATION – APN

Information you will need:

- Valid Email Address
- Patient’s FULL Social Security Number

Enrolling Patient During Registration

1. During initial patient registration, collect the patients social security
2. In the HealthLife Enrollment section:
 - a. Enter patient’s email address
 - b. Change “Access Offered” to YES
 - c. Change “Send Invite” to SEND
 - d. Change “Challenge Question” to LAST FOUR DIGITS OF YOUR SSN
 - e. Enter the last 4 digits of their SSN into the “Challenge Answer” box
3. Let patient know that they will receive an email with a patient portal invite.

The screenshot shows a web form with two main sections: "Contact Information" and "HealthLife Enrollment".

Contact Information: This section contains five input fields: "Home Phone", "Mobile Phone", "Work Phone", "Work Extension", and "E-Mail Address". Each of the first four fields has a dropdown arrow on its right side.

HealthLife Enrollment: This section contains several fields and dropdown menus:

- "Invite Status": A text input field.
- "Online Identity Link Status": A text input field.
- "Error Reason": A text input field.
- "Access Offered": A dropdown menu with options: "No", "Patient Declined", and "Yes".
- "Send Invite": A dropdown menu with options: "Send" and "Do Not Send".
- "Challenge Question": A dropdown menu with options: "Last four digits of your SSN", "Year you got married", and "Year you graduated high school".
- "Challenge Answer": A text input field.
- "Reason for No Primary Care Provider": A text input field.



Enrolling Current Patients

1. Open RevenueCycle
2. Locate Patient
3. Change to Quick Modify
4. Click Modify
5. Ensure patient's email and social security number is filled in
6. Under Registration, locate the HealthLife Enrollment section
 - a. Change "Access Offered" to YES
 - b. Change "Send Invite" to SEND
 - c. Change "Challenge Question" to LAST FOUR DIGITS OF YOUR SSN
 - d. Enter the last 4 digits of their SSN into the "Challenge Answer" box
7. Click Save – an email will be sent containing an invite to patient portal