Connect Patients to MyMedicalLocker™ Faster

Creating a patient MyMedicalLocker™ account just got easier! We’ve simplified the setup process so you can quickly connect a patient in office for instant setup and use. MyMedicalLocker™ is a secure patient portal app that gives patients 24-hour access to your office from anywhere. Patients can easily check health stats, schedule appointments, pay bills and more all from their phone or desktop.

Connecting Patients to MyMedicalLocker™

1 In iScheduler or EMR, open the 'MyMedicalLocker™ Admin Screen' from Patient Setup or Patient Index Card and click 'Connect Patient.'

2 Complete the 'Connect Patient' screen.
   - Enter patient’s name in ‘Requested By’ field.
   - Enter patient’s email or mobile phone number in the corresponding field. Email or phone number entered will be used to send their MyMedicalLocker™ Account Token. Patients can also be provided an Account Key that will be included in their MyMedicalLocker™ Welcome Letter (instructions for welcome letter print out are on page 2 of this guide).
   - When all fields are complete, click 'Text/Email Token.'

3 Next, enter the patient’s Account Token into the corresponding field in the 'Connect Patient' box & click 'Connect Patient.' For patients who opted to receive an Account Key, you will bypass this step.

4 Congratulations! Your patient is now connected to your practice through MyMedicalLocker™. Next, you will print out the MyMedicalLocker™ Welcome Letter (instructions on page 2), which provide your patient details on how to finalize their account.
Printing Out the MyMedicalLocker™ Welcome Letter

Printing out the MyMedicalLocker™ Welcome Letter can easily be done when checking out a patient following the three steps below.

1. In the ‘Quick-Pay’ screen, click the ‘Print Queue’ tab.

2. Check the ‘Print’ checkbox, under the green checkmark column, next to the ‘MyMedicalLocker™ Welcome Letter’. Ensure all other necessary documents are checked and click ‘Print’.

3. Finally, the MyMedicalLocker™ Welcome Letter will print out, detailing patient steps for account finalization. If your patient opted to receive an Account Key, it will be included at the bottom of their welcome letter.