

Lincoln Surgical Hospital Patient Portal User Handbook

Part 8 – Profile

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Introduction

The Lincoln Surgical Hospital Patient Portal offers secure electronic access as a service to patients who wish to view a summary of their medical record. This interactive web portal will empower patients and their families to take a more active role in their care by providing easy, secure access to their health information and online communication with Lincoln Surgical Hospital staff.

Lincoln Surgical Hospital gives patients instant access to their health information, including laboratory results, medications, allergies, demographic information, visit history, discharge/aftercare information, and more. Patients can also access their billing statements and outstanding balances and link to Online Bill Pay. In addition to handling their own care, parents and health care proxies with authorized consent will appreciate the ability to access the records of those individuals for whom they manage care.

Lincoln Surgical Hospital encourages all of their patients to enroll in the Patient Portal, as it presents a valuable opportunity for patients and their families to actively participate in their care, which contributes to better health.

Navigation of Patient Portal

- Use buttons and hyperlinks on portal pages to move forward and backward within portal.
- Do not use browser back arrow to move backwards within portal.
- Use Log Off button in upper right corner when ready to exit the portal.

How to Use the Patient Portal

Profile

The Profile area of the Patient Portal provides a way for a Portal User to communicate information about the patient including Demographic Information and Contacts.

All information changed in the Portal is sent to Lincoln Surgical Hospital. The Hospital Staff may update the information and this change is then reflected in the Patient Profile display below.

The Profile page has three categories of data: Demographic Information, Contacts, and Patient Access.

The Patient Access displays the Portal Users that have access to the selected patient's information.

The screenshot shows the 'Profile' page for Peter Pan Parker. At the top, there is a navigation bar with 'Lincoln Surgical Hospital | Patient Portal', 'Home', and 'Log Off'. Below this, the patient's name 'Peter Pan Parker's Profile' is displayed next to a person icon. A yellow box contains a message: 'The Profile reflects the current information in your Electronic Medical Record. Select 'Update Profile' to request an update to your profile. [Learn More](#)'. To the right of this message are two buttons: 'Update Profile' (with a person icon and a checkmark) and 'Print' (with a printer icon). Below the message is a section titled 'Demographic Information' with a light green header. This section contains a table of patient data:

Name:	PARKER,PETER PAN		
Address:	7001 S 42ND ST LINCOLN, Nebraska 68516		
Birthdate:	10/07/1994	Age:	20
Marital Status:	M MARRIED		
Race:	HAWAIIAN/PACIFIC ISLANDER	Religion:	
Home Phone:	(402)310-8753	Other Phone:	(402)310-8753
Email Address:	ptran@lincolnsurgery.com		
Mother's Name:			
Primary Care Physician:	STARK,GEROLD		

Contacts

Next Of Kin

Name: WATSON,MARYJANE Relationship FRIEND
Address: 2319 SW 19th Street
Lincoln, Nebraska 68526
Home Phone: (402)310-8753 Other Phone:

Person To Notify

Name: WATSON,MARYJANE Relationship FRIEND
Address: 2319 SW 19TH ST
Lincoln, Nebraska 68526
Home Phone: (402)310-8753 Other Phone:

Access

The following users have access to view this patient's Health Portal information:

User:

WANDA KELLEY
peter parker
Aunt May
Sally Smith
Sandy Smith
You
PETER PARKER

[Contact Us](#)

Update Profile Wizard

Clicking on the “Update Profile” button in the right hand column will launch the user into the Profile Wizard. This is used to update a patient’s profile information, which includes person and contact information.

Page 1: Demographic Information

Patient information defaults into the following fields from the Lincoln Surgical Hospital Information System (if the data is available):

The screenshot shows the 'Patient Profile' update wizard. At the top, it says 'Lincoln Surgical Hospital | Patient Portal' and 'Log Off'. The user's name is 'Peter Pan Parker's' and the page title is 'Profile'. A yellow box contains the instruction: 'Update your information below and select 'Submit' to send this update request to Admissions. [Learn More](#)'. Below this are two tabs: 'Demographic Information' (active) and 'Contacts'. The form fields are as follows:

Marital Status	M MARRIED
Race	HAWAIIAN/PACIFIC ISLANDER
Religion	
Address	7001 S 42ND ST
City	LINCOLN
State	Nebraska
Zip	68516
Home Phone	(402)310-8753
Other Phone	(402)310-8753
Email	ptran@lincolnsurgery.com
Mother's Name	

At the bottom right, there is a 'Continue' button with a play icon. On the right side of the page, there is a blue button that says 'Do Not Submit. Return to Profile' with a left-pointing arrow.

Page 2: Contact Information

Contact information will default in according to what is stored in the Lincoln Surgical Hospital Information System:

Demographic Information **Contacts**

Next of Kin

Last Name: WATSON
First Name: MARYJANE
Middle Name:
Address: 2319 SW 19th Street
City: Lincoln
State: Nebraska
Zip: 68526
Home Phone: (402)310-8753
Other Phone:
Relationship To Patient: FRIEND

Person to Notify

Same as Next of Kin

Last Name: WATSON
First Name: MARYJANE
Middle Name:
Address: 2319 SW 19TH ST
City: Lincoln
State: Nebraska
Zip: 68526
Home Phone: (402)310-8753
Other Phone:
Relationship To Patient: FRIEND

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As with the Demographic Information tab, a Portal User can update all of the available fields if he or she desires.

Confirmation Screen

Once the request to update information has been submitted, a confirmation screen will appear.

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