

# Patient Portal Instructions

1. Type in **univoto.ema.md** into a Mozilla Firefox or Google Chrome browser and press enter. (DO NOT type www or http or https in front of the address!)
  - a. If you do not currently have Mozilla Firefox or Google Chrome on your computer, you can download either one for free. DO NOT use any other browser) If you need assistance installing the browser or logging into the portal, contact us at 401-626-3797 to leave a message and we will return your call to assist you. This number is only for portal technical assistance.
2. Login with the username and password that was provided to you. Usually the username is your email address. If you forgot your password, click the “forgot password” link.

This will bring you to a page where you are able to view, edit, or add information prior to your first appointment performed on our new system. This will take you a bit of time to complete, but this level of detail is only needed for the first time.

You will see a series of tabs on the left side of the page. Each tab has various question sets that may apply to you. Answer only what you comfortable answering but remember the more complete your medical record is will enable your provider to make better decisions about your care.

- **Contact Information** and **Insurance** tabs are for you to review and verify the information. Note that some, but not all, fields are “grayed” out and will not allow you to edit them. The “grayed” out fields are part of our billing system and can only be updated by our office staff. If you need to change any of the “grayed” out fields, you can email us from the portal or call us at 401-885-8484 which is our call center telephone number.

- **Pharmacy** tab allows you to enter your pharmacy information so that your doctor can electronically send your prescriptions.

1. Click on the Add Sure scripts Pharmacy tab.
2. You can search for pharmacies by filling in as much information as you can. We recommend entering the pharmacy name, state and city. Once you click on search, a list of pharmacies will appear. If you don't see your pharmacy populate, try to search by state and city only. (For us to communicate with your pharmacy electronically, it has to be a Sure Scripts participating pharmacy. Most pharmacies do participate, but if your pharmacy does not, please let us know on the date of your visit.)
3. Once you have found the correct pharmacy, click on the pharmacy name in blue.
4. Verify the name, address and phone number of the pharmacy. Click on the “next” button. If you have selected the wrong pharmacy, click on the remove button in blue, and start your search over.

- **Medications** tab allows you to enter all of your current medications. (Most over-the-counter medications should populate as well)
  1. Click on the blank field next to drug name and start typing. Medications will auto-populate for you. Click on the correct medication and a box will appear to the right. If you know the dose of that medication, select the appropriate dose by clicking on the medication name/dose in blue. If you do not know the dose, select the text “add with unspecified dispensable.” You will then see your medication listed below. You can add as many medications as you like.
  2. If you cannot find the correct medication, you can always click in the box next to “other” and type in your medication.
  3. If you are not currently taking any medications, click on the “mark no medications” tab at the top of the page.
  4. If you have selected a medication in error, simply click on the blue delete button to the right of the medication you want to delete.
  5. You may add additional information into the blank fields next to each medication (frequency, date started), but you do not have to.
  6. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.
  
- **Allergies** tab allows you to enter any known allergies.
  1. Click on the blank field next to allergy and start typing. Allergens will auto-populate and simply click on the appropriate one. You will then see your allergy listed below.
  2. As always, there is an “other” box for you to type in any allergy that you cannot find.
  3. If you have no known drug allergies, click on the “mark no known allergies” tab at the top of the page.
  4. You may select the type of reaction you experienced with that allergy, but you do not have to.
  5. As with medications, if you select an allergy in error, click on the blue delete button to the right of the allergy you wish to delete.
  6. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.
  
- **Past Medical History** tab allows you to enter your medical history and surgical history.
  1. Click on the box next to the medical condition that applies to you and a check mark will appear. You can select as many as you like. If you do not see your condition listed, click in the box next to “other” and type the condition in the box.
  2. If you have selected something by mistake, click on the box again and the check mark will disappear.
  3. Scroll down to enter your surgery history the same way.
  4. If you have no medical conditions and/or previous surgeries, please click the box next to none.
  5. Once you are finished, scroll to bottom of the screen and select “Save and Continue”.

- **ENT History** tab allows you to enter any previous ENT history for you or your family members.
  1. Click on the box next to the condition that applies to you. If you do not see your condition listed, click in the “other” box and type in your condition.
  2. Scroll down to ENT Family History and select any that apply. If you do not see the item you need, click other, and type it in. If there is no known family ENT history, please select none.
  3. Scroll down again to the ENT Pediatric section. If this does not apply, click none. If the condition is not listed, click other and type it in.
  4. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.
  
- **Social History** tab allows you to document drug, alcohol and smoking history.
  1. Click on the box that applies to you. If none apply, select none.
  2. Scroll down to select your smoking status. Click on the box under “smoking status” and a drop down box will appear. In the case of a pediatric patient, Click “Never Smoked”, if that is the case. (Remember, to us pediatric can range from birth to 18 years old)
  3. In the Social History Details section, click on the statements that best apply to you. (Do not feel obligated to answer any question that you don’t want to answer.) Check “none” if you don’t answer anything in this section.
  4. Go to the Driving Status section and answer as many questions as possible including the questions regarding work and residence. Again, these are optional for you to answer.
  5. Once you are finished, scroll to the bottom of the screen and select “Save and Continue”.
  
- **Quality Measures & Implantable Devices** – Skip both and move to Family History
  
- **Family History** enter critical information regarding medical history for various family members.
  1. Click on the Family History block and begin typing a condition. For example, type in hypertension. Select the appropriate choice from the list; if not found, type the condition and relationship in the “Other family history” section.
  2. For each condition you will be presented a set of choices to indicate what family has/had the condition. This will repeat for each condition reported.
  3. Click Save when done
  
- **Problem List** tab allows you to view any condition your doctor has diagnosed you as having and the date you were given that diagnosis. You are not able to change any information in this tab.

**You are done!**