How to Login and Use our Patient Portal
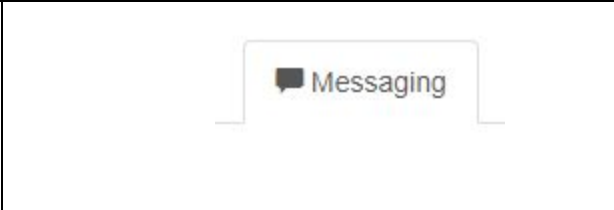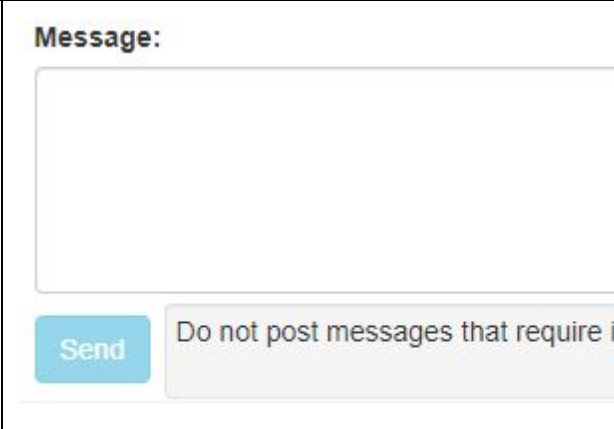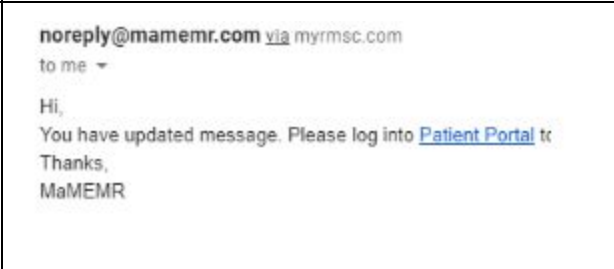
Logging into the Portal

1. After your account has been approved, access our patient portal to login: https://tcpportal.mamemr.com/dist/#/login
   a. Enter the email address you used when registering along with your password.
   b. Click the green "Login" button.
	🔒 Login
	
	Welcome To Patient Portal
	👤 **Email**
	[Email]
	👁 **Password**
	[Password]
	⏻ Login
	Forgot Password? Not a member? Sign Up

2. To ensure the security of our site, you will be emailed a 4 letter authentication code. Please enter the code you received then click "Submit."	**🔒 Multi Factor Authentication** ✔ Submit

Navigating the Patient Portal

1. Users will be granted access to view patient notes, scanned documents, current demographics, and non-urgent messages to providers.	📄 Notes 🧴 Lab 💼 Misc 📋 Medications 📋 Demographics 💬 Messaging 📋 Orders

2. The homepage will vary by user type. a. **Patient/Family/POA** access will display the names of patient's charts that the user is authorized to view. Click on the patient's name to continue to the chart.	**Patient List** John Wayne 01/01/1901
B. Facility access will display a search box. Search for the patient whose chart you would like to access. Click on the patient's name to continue.	**Patient Search** **First Name** [First Name] ↺ Reset ⚲ Search
3. Navigate through the chart by clicking on the tab you would like to view.	▌Notes ▮ Lab ▬ Misc ▤ Medications ▤ Demographics 💬 Messaging ▤ Orders
4. **To view providers notes**, click on the "Notes" tab. A list of clinic notes will be displayed by visit date along with the provider's name. Click on the note of the date that you would like to view.	11/28/2018 | Clemencia Rasquinha Twin Cities Physicians 1415 Lilac Dr. N. Suite 190 Golden Valley MN 55422 Phone: 763-267-8701 Fax: 763-231-9602 FOLLOW-UP
5. **To View scanned documents**, please click on the "Misc" tab. This area includes all documents that have been scanned into the chart (including labs, imaging, and home health orders). Click the paperclip to view each document.		Attachment	Type	Comments | |---|---|---| | 📎 | NOTES | 99334 | | 📎 | MAR | 99334 |
6. **To upload a file**, click on the "choose file" button towards the top of the page.	[Choose File] No file chosen

7. Select the appropriate "Attachment Type" and enter any pertinent information in the comments section. Then click "Save." ● **Pleasure be sure to send a message letting us know what information you have uploaded**. Steps on how to send a message below.	Attachment Type* [dropdown] Comments [text box] Save Close
8. **To view and send messages**, click on the "Messaging" tab. This area allows you to view conversations between staff members as well as your previous conversations with staff.	💬 Messaging
9. You are able to send us messages using the "New" button in the upper right hand corner. **Please note: do not send urgent messages through the portal. Please call our office directly at 763-267-8701 with urgent concerns.**	➕ New
10. Compose your message to us, then click "send."	Message: [text box] Send Do not post messages that require i
11. You will be notified by email of any staff responses to your messages. The blue "Patient Portal" link in the message will bring you directly to the portal login screen. Once you log in, you will be brought directly to the response to your message.	noreply@mamemr.com via myrmsc.com to me ▾ Hi, You have updated message. Please log into Patient Portal to Thanks, MaMEMR

We hope that you find our portal to be both useful and easy to use. Please contact us at 763-267-8701 with any questions or concerns you may have.