

How to Use the New Patient Portal

Instructions:

- You can remove items under the *Benefits* section that don't apply to your clinic. For example, if caregivers are unable to view invoices on the portal, you can delete the section by following these steps:
 1. Place your cursor in the section you want to delete.
 2. Right click on your mouse.
 3. Click **Delete Cells**.
 4. Select "Delete Entire Row".
 5. Click **OK**.
- Make sure you type in your clinic's custom portal URL in the text box under *Accessing the Portal*.
- **Don't forget to delete these instructions before printing this handout for your clients!**

Did you know your clinic has a new patient portal? The patient portal is a secure way to view your child's important therapy information and make payments, anytime and anywhere.

Benefits



Appointments

You no longer have to call the clinic to check when your next appointment is. All upcoming appointments can be viewed on the portal.



Documentation

If you need a copy of your child's evaluation for their doctor, you can quickly print or download it from the portal.



Home Activities

Misplaced that activity handout? No worries! View and print it from the portal.



Account Balance & Invoices

Keep track of your invoices and account balance in one place.



Make a Payment

Conveniently pay your bills online and print a receipt. You can even save your card on file for quicker payments next time!

Accessing the Portal

1. Type the following web address into your browser.

app.fusionwebclinic.com/portal



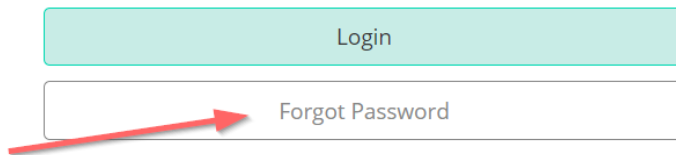
Tip: Bookmark the web page so you can access it quickly next time you need to log in!

2. Login by entering your email address and the password that you created when your account was set-up.

Resetting Your Password

If you forgot your password, there are two ways you can reset it.

- Click the *Forgot Password* button on the login page. You will receive an email to create a new password. The link will expire after 2 hours.



- Reach out to your clinic! Your clinic can also email you a link to reset your password. Any link emailed by clinic will expire after 24 hours. However, if you click an expired link you will still be directed to the login page where you can click the *Forgot Password* button.

Additional Help with the Portal

For more information about how to use the portal, in the upper right click the **Help** icon.

