Directions for Entering Your Required Health Information into the Patient Portal

STEP 1: *Logging into the Patient Portal*

- This is the website link to the Patient Portal:
  
  [https://snc.medicatconnect.com/](https://snc.medicatconnect.com/)

- You will need the following information to login to the website:
  
  User Name: Your SNC login (example: Mary J Smith is smitmj)
  
  Password: Your SNC email account password

- Login is located at the top right of the web page

STEP 2: *Entering Your Immunizations*

- Locate the Immunization icon at the top of the Welcome page and click on the word “Immunization”

  - Click on the drop down arrow, then click on “Enter Dates”

  - On the next page you will be able to enter your 1st and 2nd MMR (measles, mumps, rubella) dates.
STEP 3: **Completing the Financial Responsibility Agreement**
- Locate the Forms icon at the top of the Welcome page and click on the word “Forms”
  - On this page you will find the link for the Financial Responsibility Agreement form.
    - Please click on this link, read and enter the required information which is indicated by the red asterisk*. When completed, please submit the form.

STEP 4: **Entering Your Health History**
- Next, you will also see the link for the Health History form.
  - Please click on this link, read and enter the required information which is indicated by the red asterisk*. When completed, please submit the form.
**STEP 5: Entering Your Insurance Information**

- You can enter your insurance information by clicking on the Insurance icon at the top of the Welcome page.

  - This is the next page that you will see. Click on the **Add New** button and search through the listed insurance companies by clicking on the drop down arrow.

    Please select your insurance plan below and enter all the fields.

    **New Insurance**

    - **Insurance Company**
    - **Policy Number**
      - Policy Number
    - **Group Number**
      - Group Number

    - You will need to have your insurance Policy, ID or Member number that will be entered into the “Policy Number” space. You may also have a Group number on your insurance card that will also need to be entered.

    - Click the “Add” button found at the bottom of the page when you have completed the form.