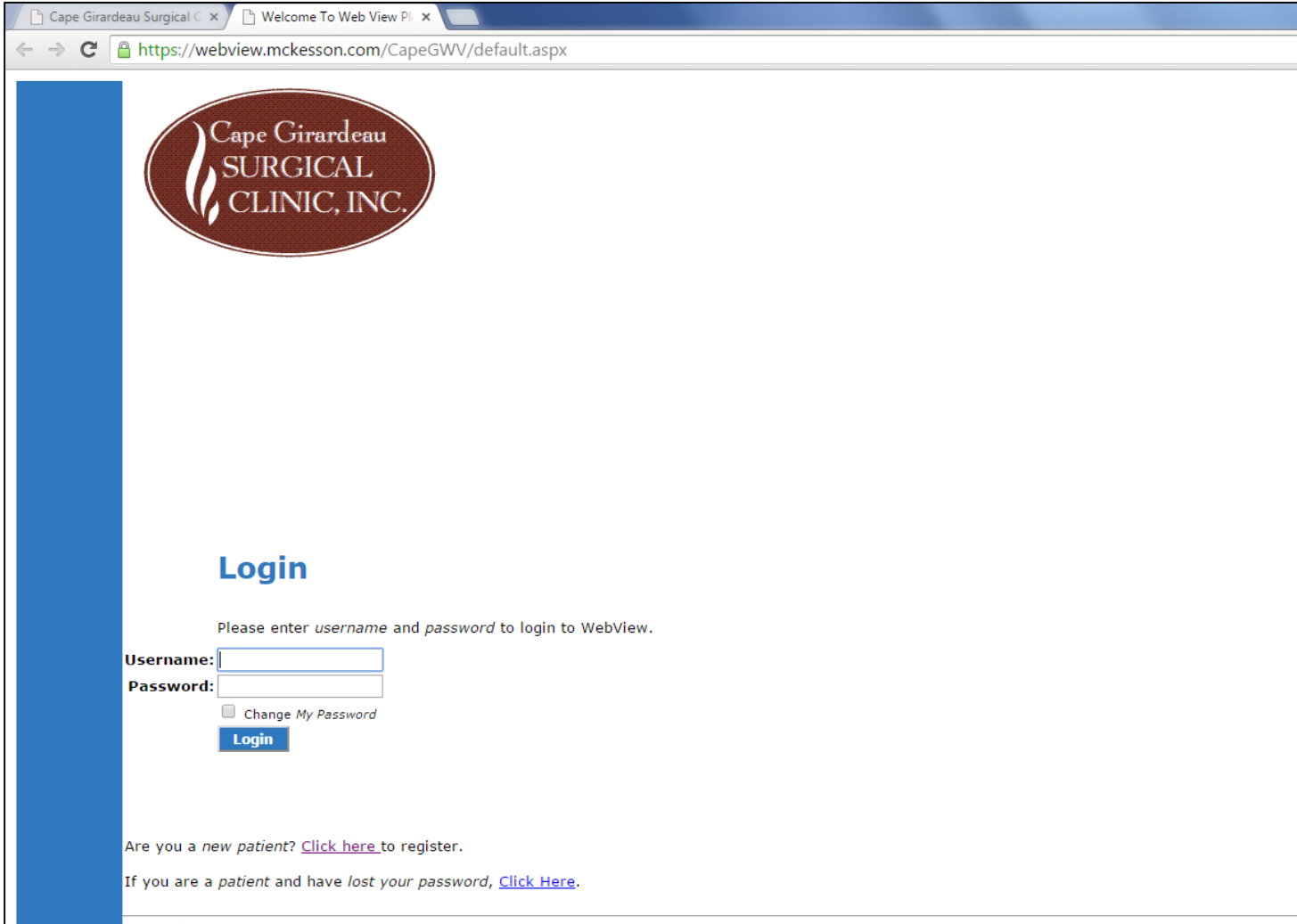


Sending a Secure Message through the Patient Portal

Step 1: If you do not yet have a Patient Portal account, you will first need to call our office at (573) 334-3074, and we will provide you with a user name and temporary password.

Step 2: Go to the following website: <https://webview.mckesson.com/CapeGWV/default.aspx> . You can click on the Patient Portal link on our website to navigate to the Patient Portal login screen. Our website can be found at <http://www.capesurgicalclinic.com> .

Step 3: Once you navigate to the Patient Portal log-in screen, enter your username and password and click “Login” (see below).



The screenshot shows a web browser window with the URL <https://webview.mckesson.com/CapeGWV/default.aspx>. The page features the Cape Girardeau Surgical Clinic, Inc. logo at the top. Below the logo, the word "Login" is displayed in a large blue font. Underneath, there is a prompt: "Please enter *username* and *password* to login to WebView." This is followed by two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Change My Password" and a blue "Login" button. At the bottom of the page, there are two lines of text: "Are you a *new patient*? [Click here](#) to register." and "If you are a *patient* and have *lost your password*, [Click Here](#)."

Step 4: After you log in, you'll see on the next screen that you have several options to choose from on a menu that runs down the left side of the screen. Under the "Messaging" section, click on "New Message" to open a Message box like the one seen below.

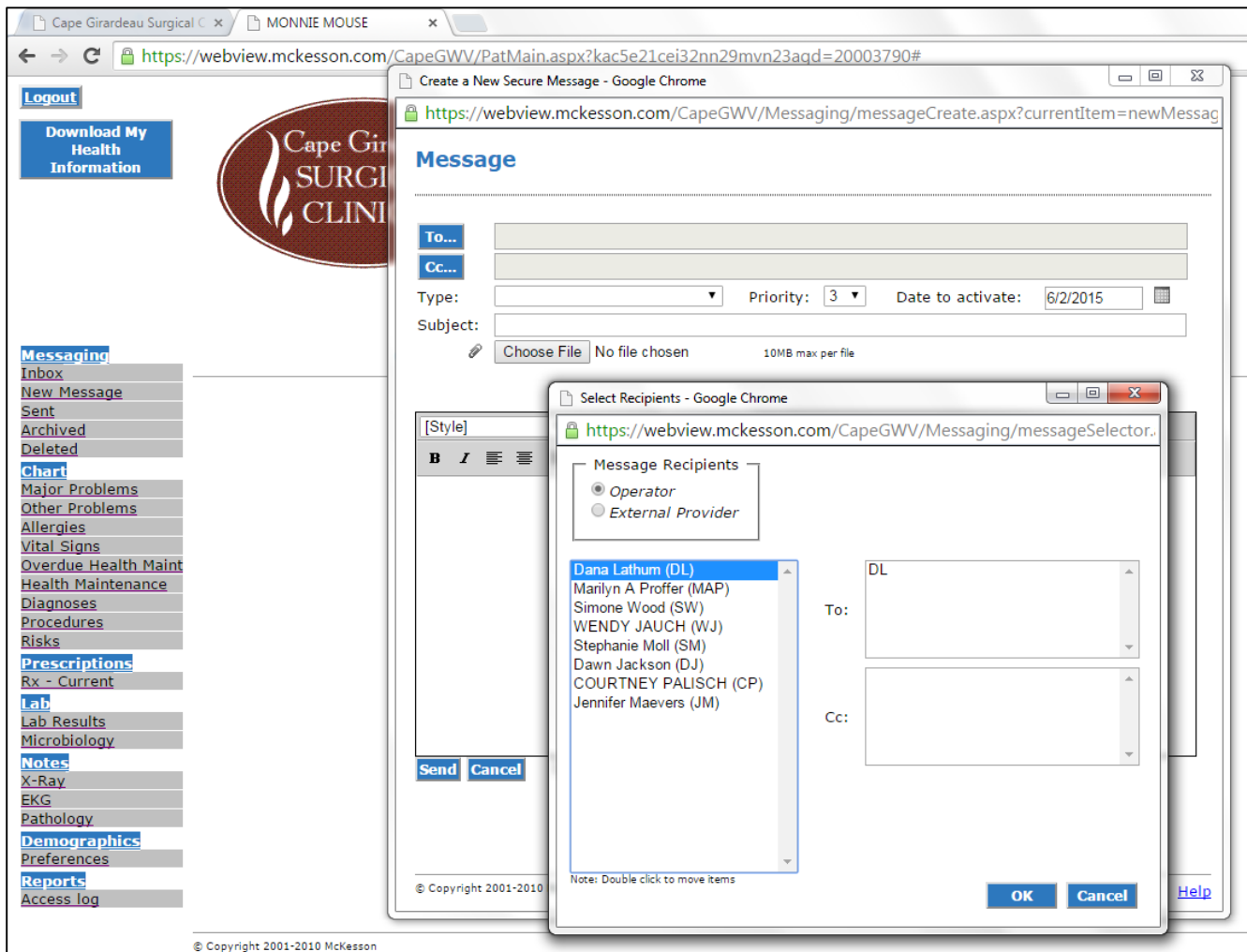
The screenshot displays a web browser window with two tabs: "Cape Girardeau Surgical C" and "MONNIE MOUSE". The address bar shows the URL: <https://webview.mckesson.com/CapeGWV/PatMain.aspx?kac5e21cei32nn29mvn23aqd=20003790#>. The main content area shows the "Cape Girardeau SURGICAL CLINIC" logo and a sidebar menu. The "Messaging" section is highlighted, and the "New Message" link is selected, indicated by a red arrow. The "New Message" dialog box is open, showing the following fields and options:

- To...**: Text input field
- Cc...**: Text input field
- Type**: Dropdown menu
- Priority**: Dropdown menu (set to 3)
- Date to activate**: Text input field (set to 6/2/2015)
- Subject**: Text input field
- File Upload**: "Choose File" button, "No file chosen", and "10MB max per file" text
- Rich Text Editor**: Includes a toolbar with options for [Style], [Font], [Size], Bold (B), Italic (I), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, and Table. Below the toolbar is a large text area for composing the message.
- Buttons**: "Send" and "Cancel" buttons, and a "Return Receipt" checkbox.

At the bottom of the dialog box, the copyright notice "© Copyright 2001-2010 McKesson" and a "Help" link are visible.

Step 5: Click on the “To...” button in the message box to bring up a menu from which you can select a message recipient. Select the nurse to whom you want your message to be sent by double-clicking on her name. Then, click on the “OK” button. Below is a table that shows the nurse who works with each physician.

Physician	Nurse Assistant
Dr. Foley	Dana Lathum
Dr. McGinty	Marilyn Proffer
Dr. Richmond	Courtney Palisch
Dr. McCadams	Simone Wood
Dr. Silliman	Wendy Jauch
Dr. Bartow	Stephanie Moll
Dr. Colwick	Jennifer Maevers
Dr. Elfrink	Dawn Jackson



Step 6: Once you have selected the message recipient, you can type a message subject by clicking and then typing in the “Subject” field. Next, click anywhere in the message box and then type your message (see example below). Then, click the “Choose File” button to select and attach the file you want to accompany your message.

The screenshot displays a web browser window with the URL <https://webview.mckesson.com/CapeGWV/PatMain.aspx?kac5e21cei32nn29myn23aqd=20003790#>. The page title is "Create a New Secure Message - Google Chrome". The main content area is titled "Message" and contains the following fields:

- To...**: DL
- Cc...**: (empty)
- Type**: (dropdown menu)
- Priority**: 3
- Date to activate**: 6/2/2015
- Subject**: New Patient Paperwork

Below the subject field is a "Choose File" button with the text "No file chosen" and "10MB max per file".

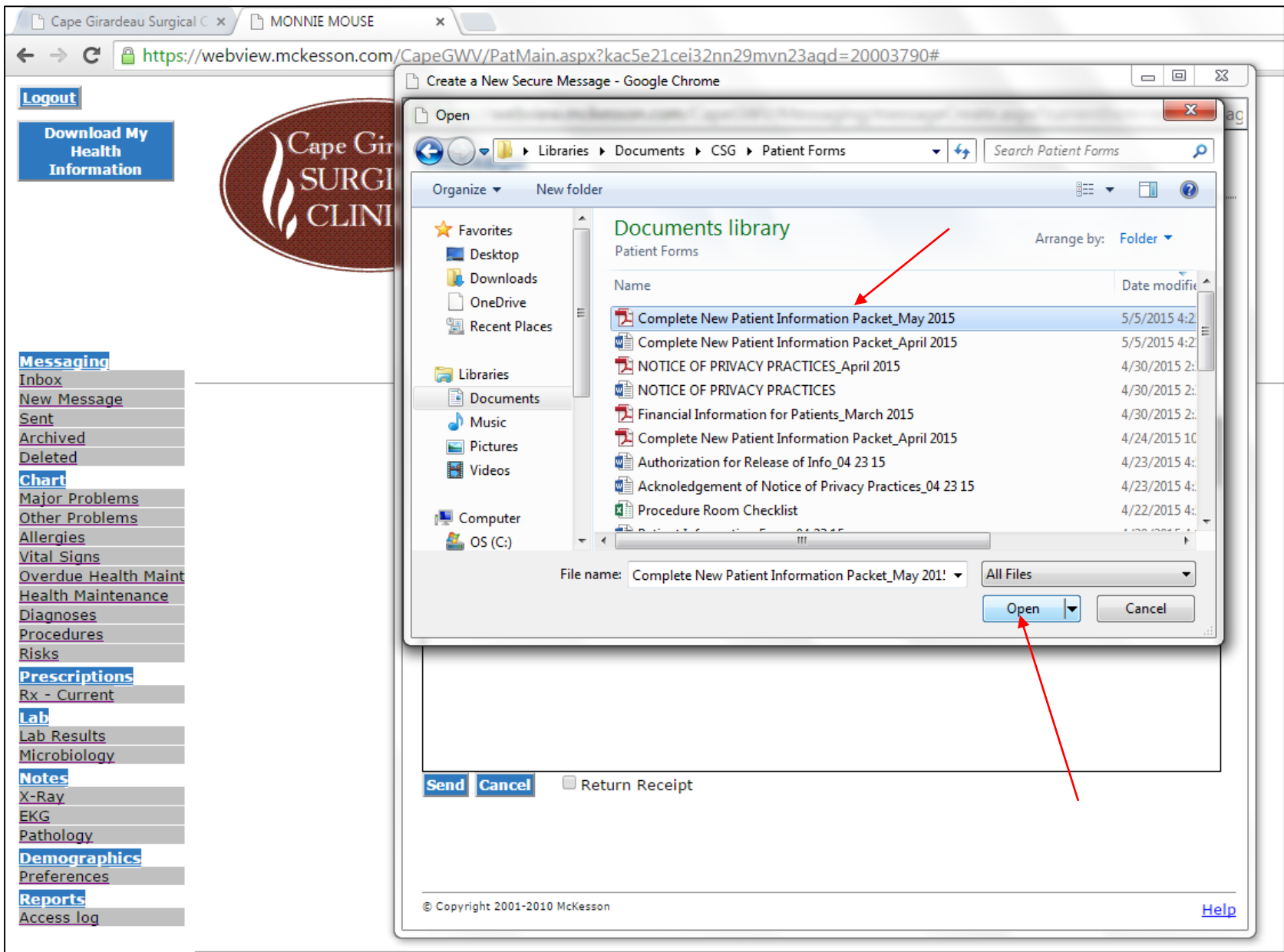
The message body contains the text: "I have attached my completed new patient paperwork packet."

At the bottom of the form are buttons for "Send", "Cancel", and a checkbox for "Return Receipt".

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In this example, I am sending my provider my completed new patient paperwork.

Step 7: When you click the “Choose File” button, a box will open from which you can select from the files you’ve stored on your computer or other external storage device. In the example below, I have highlighted the New Patient Information Packet file that I printed from the Cape Girardeau Surgical Clinic website. Once the file is highlighted, click on “Open” to attach a copy of the file to your message.



Step 8: Once you click “Open” to attach a copy of the file to your message, the box from which you selected your file will close, and you’ll see that you now have a file attached to your message (see below). Finally, click “Send” to send the message securely to your provider.

The screenshot displays a web browser window with two tabs: "Cape Girardeau Surgical C" and "MONNIE MOUSE". The active tab shows a messaging interface for "Cape Girardeau SURGI CLINI". The interface includes a sidebar with navigation options such as "Logout", "Download My Health Information", "Messaging", "Inbox", "New Message", "Sent", "Archived", "Deleted", "Chart", "Major Problems", "Other Problems", "Allergies", "Vital Signs", "Overdue Health Maint", "Health Maintenance", "Diagnoses", "Procedures", "Risks", "Prescriptions", "Rx - Current", "Lab", "Lab Results", "Microbiology", "Notes", "X-Ray", "EKG", "Pathology", "Demographics", "Preferences", "Reports", and "Access log".

The main content area shows a "Message" form with the following details:

- To...**: DL
- Cc...**: (empty)
- Type**: (dropdown menu)
- Priority**: 3
- Date to activate**: 6/2/2015
- Subject**: New Patient Paperwork
- Attachments**: Choose File No file chosen 10MB max per file
- Attachment List**: [*Complete New Patient Information Packet May 2015.pdf](#) (indicated by a red arrow)

The message body contains the text: "I have attached my completed new patient paperwork packet." Below the text is a rich text editor toolbar with options for [Style], [Font], and [Size]. At the bottom of the form are "Send" and "Cancel" buttons, and a checkbox for "Return Receipt".

The footer of the interface includes the copyright notice "© Copyright 2001-2010 McKesson" and a "Help" link.