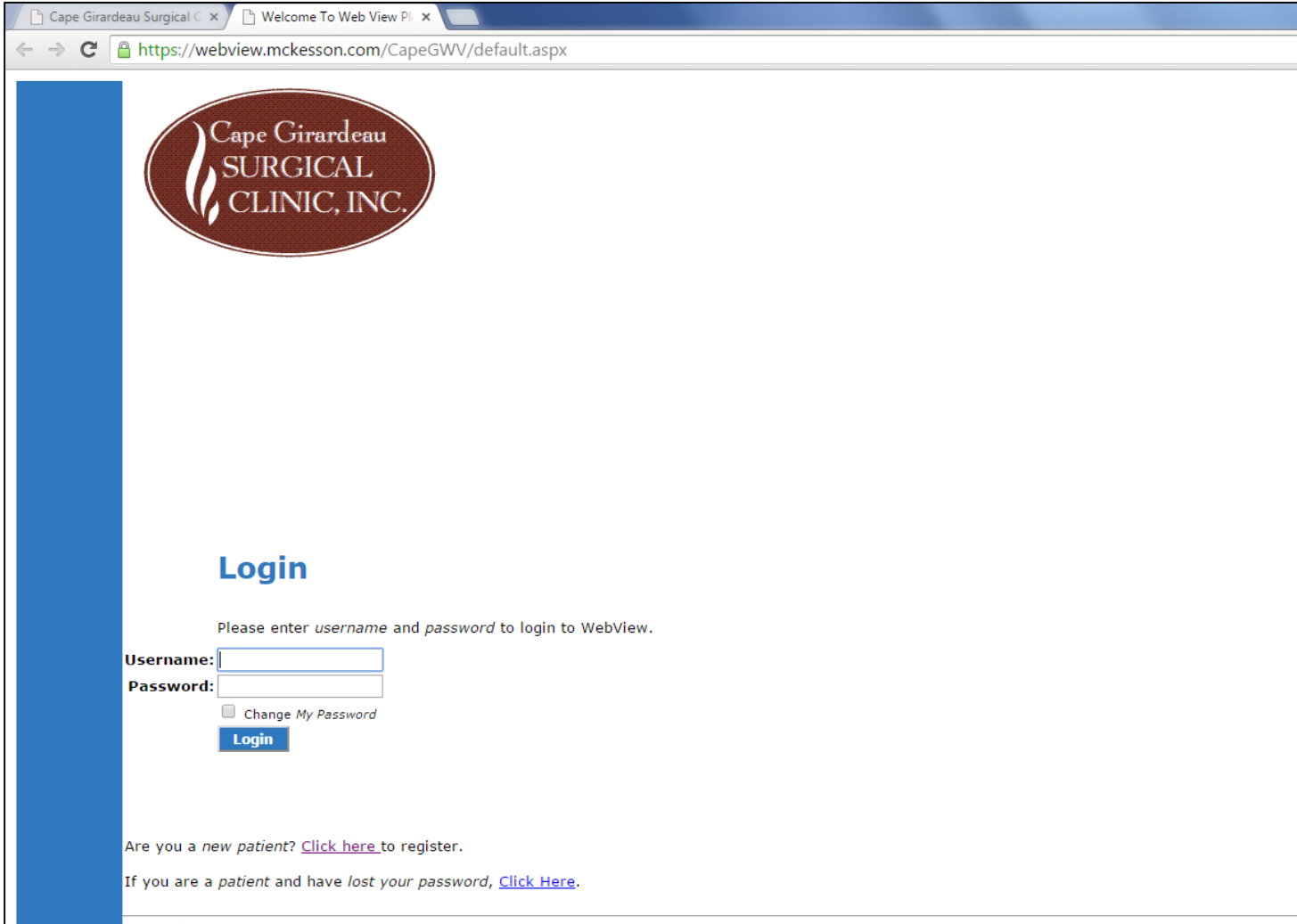# Sending a Secure Message through the Patient Portal

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).

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.

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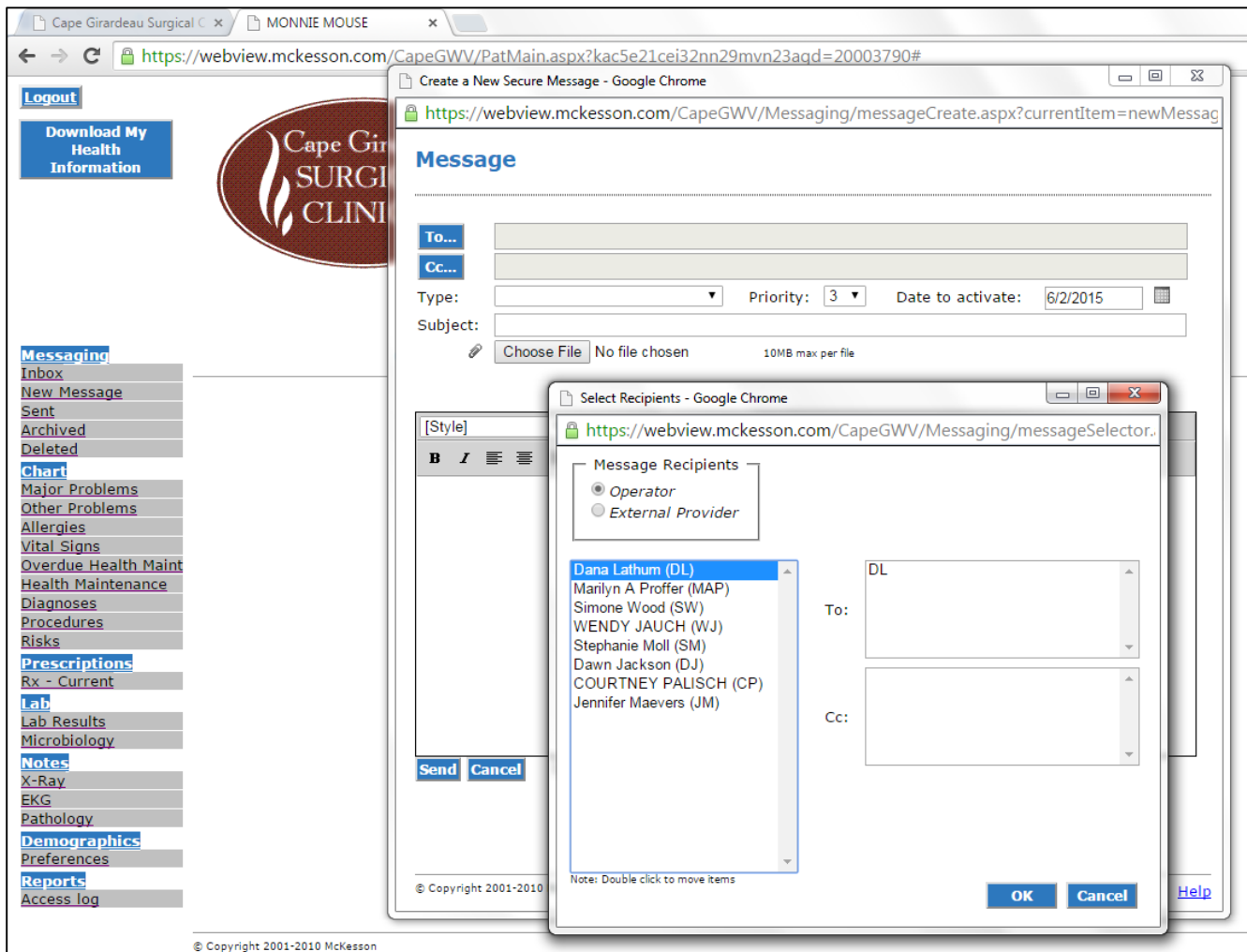
Step 6: Once you have selected the message recipient, you can type a message subject by clicking and then typing in the "Subject" field. Next, click anywhere in the message box and then type your message (see example below). Then, click the "Choose File" button to select and attach the file you want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

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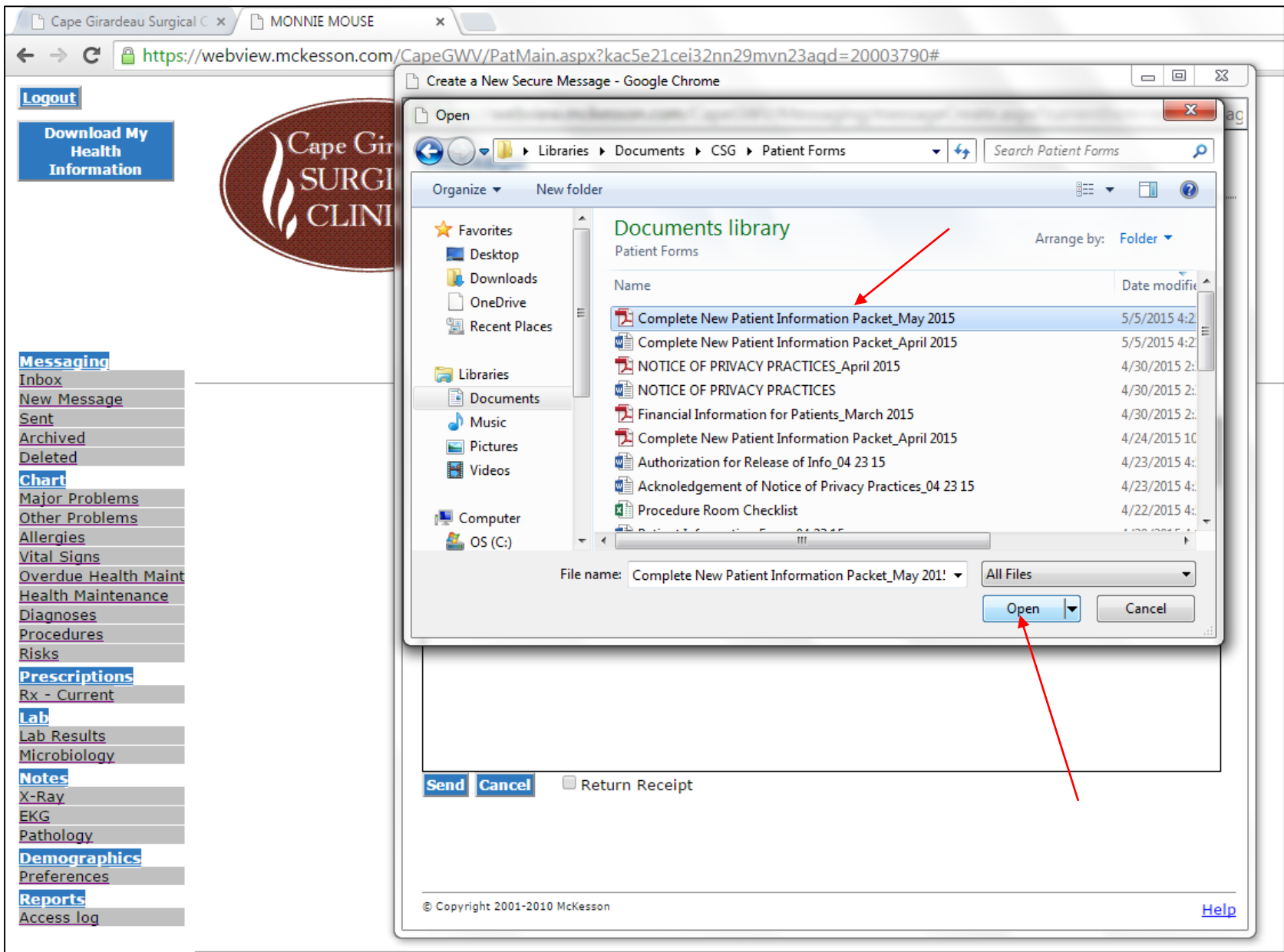
Step 8: Once you click "Open" to attach a copy of the file to your message, the box from which you selected your file will close, and you'll see that you now have a file attached to your message (see below). Finally, click "Send" to send the message securely to your provider.