

## Completing the New Patient History and Forms

- 1. Go to PatientOnlinePortal.com. You will need to have called our office to set up your patient portal.
- 2. After signing in, you will see the Profile tab in upper left corner.

3. From here, complete the possible, however, only the questions in green are required. Once you are finished, press submit.

4. You will see "You submitted your patient history to you provider on [Date and Time]."

5. From here go to the Behavioral Health. tab and complete the New Patient Forms: Premier Care

6. After these two steps have been completed, please call the office to continue with the new patient scheduling process.