



Patient Portal Signature Form

Introduction

Asthma and Allergy Institute (AAI) happily provides a secure way for our established patients to view parts of their records, and to communicate with our staff. The Patient Portal is offered as a convenience to you at no cost and is only available in English at this time. It is our intent to continue this as a free service, but we reserve the right to change this policy. We will provide adequate notice of any changes.

How the Secure Patient Portal Works

The Patient Portal is a secure website that allows you to use a computer to interact with medical information via the internet. A secure web portal is a kind of webpage that uses encryption to keep unauthorized persons from reading communications, information, or attachments. Secure messages and information can only be read by someone who knows the right password and username to log in to the portal site. This method of communication and viewing prevents unauthorized parties from being able to access or read messages while they are in transmission. However, keeping messages secure depends on two additional factors: the secure message must reach the correct email address, and only the correct individual (or someone authorized by that individual) must be able to get access to it. We need you to make sure we have your correct email address and you must inform us if it ever changes.

The Patient Portal enables secure web access to authorized patients so that they can perform the following activities:

- Update their personal information (demographic data)
- View and request appointments
- Request prescription refills
- View their medical chart, including lab results, medications and medication allergies, immunizations, procedures, and medical history
- Respond to medical history questionnaires
- View their ledger and statement
- Send and receive messages

Guidelines

- Do not use portal communication if there is an emergency. Dial 911 immediately or go to the Emergency Room.

- No Internet based treatment requests. Diagnosis can only be made and treatment rendered after patient schedules and sees a provider.
- We will normally respond to non-urgent email inquiries within 24 hours but no later than 3 business days after receipt. If you have not received an email from us within 3 working days, please CALL the office.

Privacy

We understand the importance of privacy in regards to your health care and will continue to strive to make all information as confidential as possible. We will never sell or give away any private information, including email addresses, without your written consent. If you think someone has learned your password, you should promptly go to the Patient Portal and change it. If you forgot your password please use the “forgot password” option on the portal or call our office. We make every effort to keep all of the information in your records correct and complete and you agree to notify us immediately of any discrepancy you identify on your record. However, if abuse or negligent usage of Patient Portal is noted, we reserve the right at our discretion to terminate Patient Portal services, suspend user access, and/or modify services offered through the Patient Portal. You agree not to hold Asthma and Allergy Institute or any of its staff liable for network infractions beyond its control.

As a user of the patient portal and by signing this form you agree **NOT** to:

- 1) Transmit any electronic information that violates the rights and privacy of any party.
- 2) Use the web portal in any way that would violate local, state or federal laws.
- 3) Intentionally distribute software/computer viruses or take any other action that could compromise the security of our security system
- 4) Transmit materials that could likely result in harm to others. (i.e. obscene, slanderous, etc..)

Patient/Responsible Party/Legal Guardian Acknowledgement:

Signature: _____ Date: _____

You can access our Patient Portal at www.aaimobile.com and click on the Patient Portal icon

Your **Username** is: _____ Your **Password** is: _____

You may send or fax this form and a copy of a photo ID to:

The Asthma & Allergy Institute
 548B Boulevard Park West
 Mobile, Al 36609
 Fax: 251-304-0262

Questions? Call 251-304-0042